

Chas. E. Jackson

UNITED STATES GOVERNMENT MANUAL

REVISED CURRENTLY



A Simplified Textbook Designed to Inform Every Citizen as to
Government Procedure and to Make Effectively
Available All Federal Services

ISSUED BY THE NATIONAL EMERGENCY COUNCIL

Property of
Chas. E. Jackson

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UNITED STATES
DEPARTMENT OF THE INTERIOR



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Only through a clear understanding
by every citizen of the objectives,
organization, and availability of the
Government agencies can they render
truly effective service and assure
progress toward economic security.

Franklin D. Roosevelt



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Only through a calm and resolute
policy of the Government of the
organization, and availability of the
Government's resources and the
ability of the Government to
provide for the economic recovery

FOREWORD

The National Emergency Council presents in this Manual an outline of the functions and organization of the Federal Government agencies, both permanent and of emergency character. Factual information provided herein has been authenticated and approved by the heads of the respective departments and agencies and their chief counsel. It is designed to provide the answers to many questions concerning methods of organization, functions, and procedure. Information contained in the Manual will be kept currently revised with new or substitute pages for the body of the book and the index. Changes in functions of the agencies resulting from new legislation or new regulations will be recorded from time to time.

THE NATIONAL EMERGENCY COUNCIL

INSTRUCTIONS

The Manual as delivered is complete up to the date of issue, and as often as changes in or additions to the functions, regulations, and basic laws involving Federal agencies develop, new or substitute pages will be mailed to the user. Each new or substitute page will be numbered on an accompanying paper called an "executive sheet", indicating where the substitution or insertion of new matter is to be made. On each new page for the body of the Manual, the latest changes will be indicated by asterisks preceding and following new material. Users of the book are urged to keep substitutions strictly up to date. The National Emergency Council should be advised promptly of any change in the address of the user.

THE NEW YORK PUBLIC LIBRARY

The New York Public Library is a non-profit organization that provides access to books, information, and cultural resources for the people of New York City and beyond. It is one of the largest and oldest libraries in the United States, with a collection of over 50 million items, including books, manuscripts, maps, and digital resources. The library is located in the Lincoln Center complex in Manhattan, and it is open to the public every day. It is a place where people can come to read, study, and learn, and where they can find the resources they need to succeed in their lives. The library is a treasure trove of knowledge and information, and it is a place where everyone can find what they need to grow and learn.

LIBRARY SERVICES

The library offers a wide range of services to its patrons, including book borrowing, research assistance, and digital resources. It also offers a variety of programs and activities, such as book clubs, lectures, and exhibitions. The library is committed to providing high-quality services to its patrons, and it is constantly working to improve its collection and its services. It is a place where people can find the resources they need to succeed in their lives, and it is a place where everyone can find what they need to grow and learn. The library is a treasure trove of knowledge and information, and it is a place where everyone can find what they need to succeed in their lives.

UNITED STATES INFORMATION SERVICE

The United States Information Service was established by the National Emergency Council in March 1934 primarily to aid Washington visitors seeking general information or contact with some particular phase of governmental activity. Inquiries are answered in person, by telephone, or by mail.

The Service assists the public in obtaining information or contacting various departments. In addition the Service assists all Government departments in serving the public through the proper routing of inquiries and general Government business. The Service is kept currently informed on subjects relating to Executive orders, change in departmental organization, and all other developments of public interest.

Visitors to Washington may use the United States Information Service as a central bureau through which they can contact the agencies of the Government concerned with their particular problems. A trained staff, equipped with charts, indexes, and files is able to supply names, room and telephone numbers, and information as to specific functions. Visitors desiring appointments or interviews are directed to the office where these may be arranged.

The United States Information Service is located at *1423 F Street NW., Washington, D. C. Its telephone number is DIstrict 4030.

UNITED STATES INFORMATION SERVICE

The United States Information Service was established by the National Security Council in 1953 to provide information to the American people and to the people of other countries. It is a part of the Department of State and is responsible for the dissemination of information about the United States and its policies.

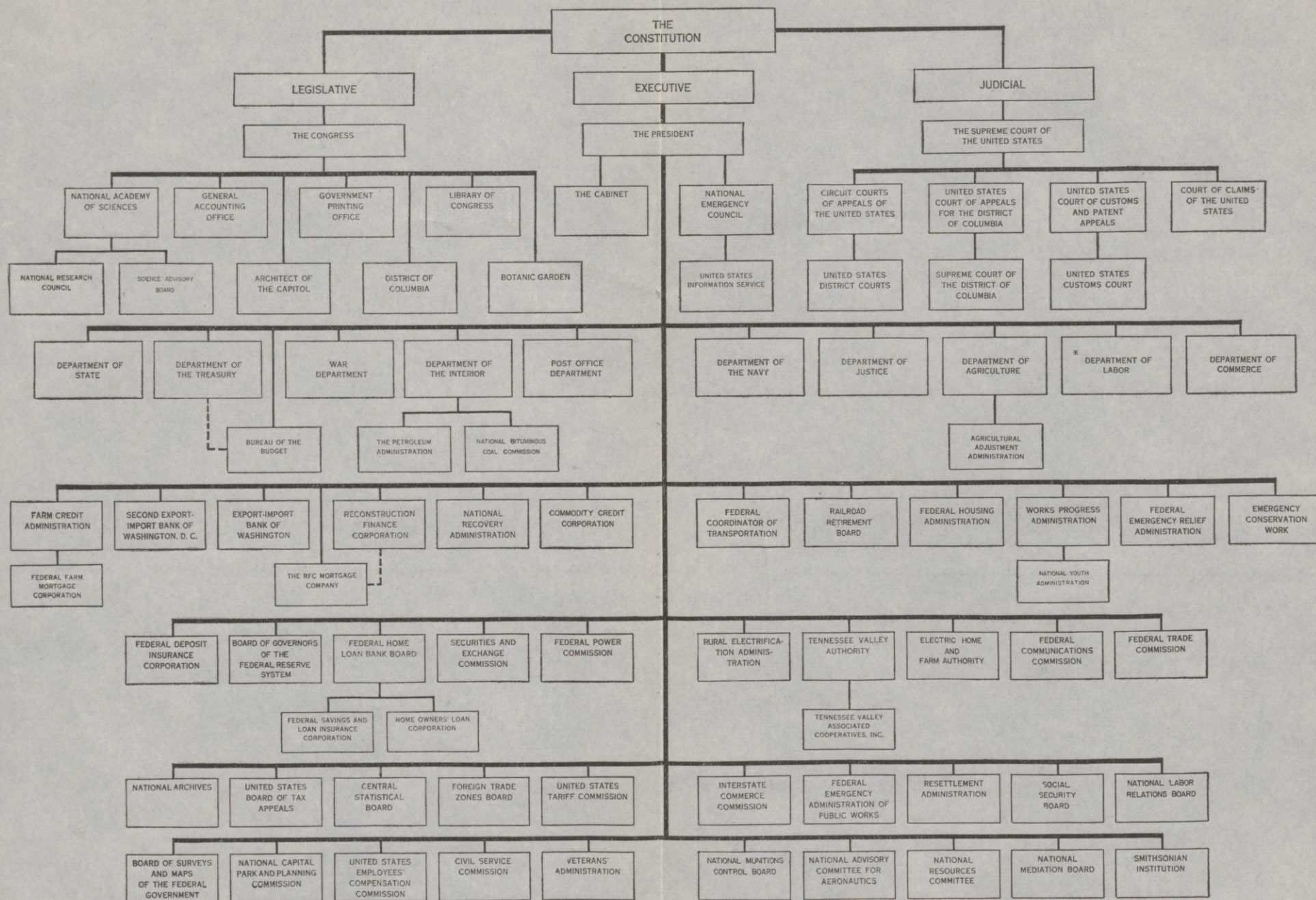
The Service is organized into several divisions, each of which is responsible for a specific area of information. These divisions include the Office of Public Affairs, the Office of International Information, the Office of Cultural Affairs, and the Office of Information Management. The Service also has a number of regional offices around the world, which are responsible for providing information to the people of those regions.

The Service is committed to providing accurate and timely information to the American people and to the people of other countries. It is also committed to providing information in a way that is accessible and understandable to all people. The Service is a part of the United States government and is responsible for the dissemination of information about the United States and its policies.

The United States Information Service is a part of the Department of State and is responsible for the dissemination of information about the United States and its policies. It is committed to providing accurate and timely information to the American people and to the people of other countries.

THE UNITED STATES OF AMERICA

THE FEDERAL GOVERNMENT



THIS CHART IS PREPARED FOR GENERAL INFORMATIONAL PURPOSES. IT SEEKS TO SHOW THE MORE IMPORTANT AGENCIES OF THE FEDERAL GOVERNMENT, CHARTED UNDER THAT BRANCH OF THE GOVERNMENT OF WHICH THEIR FUNCTIONS ARE MOST REPRESENTATIVE. DIVISIONS AND BUREAUS OF THE ESTABLISHED EXECUTIVE DEPARTMENTS, AND AGENCIES ENGAGED IN WINDING UP THEIR AFFAIRS, ARE NOT SHOWN. ALL AGENCIES OF CURRENT OR EMERGENCY IMPORTANCE ARE INCLUDED.

INFORMATION AS TO BUREAUS AND LESSER SUBDIVISIONS OF GOVERNMENT AVAILABLE AT UNITED STATES INFORMATION SERVICE, 1423-25 F STREET N.W., WASHINGTON D. C. TELEPHONE, DISTRICT 4030.

* WHEN ORGANIZED, THE BITUMINOUS COAL LABOR BOARD SHALL BE ASSIGNED TO THE DEPARTMENT OF LABOR

AMILEO GAVIES REPLY

UNITED STATES SENATE

THE VICE PRESIDENT

PRESIDES OVER THE SENATE,
AND SIGNS ENROLLED BILLS.

THE PRESIDENT PRO TEMPORE

PERFORMS, IN THE ABSENCE
OF THE VICE PRESIDENT, THE
DUTIES OF THAT OFFICE.

SECRETARY OF THE SENATE

CHIEF CLERK
HAS GENERAL SUPERVISION
OVER THE CLERKS UNDER THE
JURISDICTION OF THE SEC-
RETARY AND IS READING CLERK.

FINANCIAL CLERK
DISBURSES MONIES APPROPRIATED FOR THE SENATE,
AND KEEPS ITS FINANCIAL
RECORDS.

**MINUTE JOURNAL CLERK
AND PARLIAMENTARIAN**
KEEPS THE JOURNAL OF THE
LEGISLATIVE AND INFEACH-
MENT PROCEEDINGS.

LEGISLATIVE CLERK
ENDORSES ACTION ON BILLS
AND OTHER PAPERS PRESENTED
TO SENATE, PREPARES LEGIS-
LATIVE CALENDAR, AND IS
ASSISTANT READING CLERK.

ENROLLING CLERK
RECEIVES AND ENROLLS
BILLS.

PRINTING CLERK
HAS CHARGE OF ALL PRINTING
AND BINDING FOR THE SENATE.

EXECUTIVE CLERK
HAS SUPERVISION OVER THE
EXECUTIVE PROCEEDINGS
(RELATING TO NOMINATIONS
AND TREATIES).

LIBRARIAN
HAS SUPERVISION OVER THE
SENATE LIBRARY.

**SUPERINTENDENT OF
THE DOCUMENT ROOM**
HAS CHARGE OF THE SENATE
DOCUMENT ROOM.

KEEPER OF STATIONERY
HAS CHARGE OF THE STATION-
ERY OF THE SENATE AND
MAKES PURCHASES AND KEEPS
ACCOUNTS OF SENATORS AND
COMMITTEES.

SECRETARY TO THE MAJORITY

IS ASSISTANT TO THE MAJORITY
CLERK AND IN THE ABSENCE
OF THE SECRETARY, SUPERVISES ALL
FLOOR ACTIVITIES, INCLUD-
ING SUPERVISION OF PAGES,
DISTRIBUTION OF BILLS AND
AMENDMENTS ON THE FLOOR,
RECEIVES MESSAGES FROM
THE PRESIDENT AND THE
HOUSE OF REPRESENTATIVES
AND ATTENDS TO CALLING OF
PARTY CONFERENCES.

CHAPELAIN
OFFERS PRAYERS AT THE
OPENING OF THE DAILY SES-
SIONS OF THE SENATE.

**ASSISTANT SECRETARY
TO THE MAJORITY**
HAS CHARGE OF MAJORITY
PAGES, KEEPS UP THE RECORD
AND CALENDAR FILES OF
MAJORITY SENATORS AND THE
FLOOR BILLS AND AMEND-
MENTS, PERFORMS, IN THE
ABSENCE OF THE SECRETARY
TO THE MAJORITY, THE DUTIES
OF THAT OFFICE.

**ELECTIVE OFFICERS
OF THE SENATE**
PRESIDENT PRO TEMPORE
THE SECRETARY
THE SECRETARY AT ARMS
SECRETARY TO THE MAJORITY
SECRETARY TO THE MINORITY

OFFICIAL REPORTERS
REPORT UPON THE PROCEEDINGS
OF THE SENATE.

LEGISLATIVE COUNSEL
OFFERS LEGAL ADVICE TO
SENATORS IN THE DRAFTING
AND DRAFTING OF
BILLS AND COMMITTEE
REPORTS.

SEARGENT AT ARMS

**DEPUTY
SEARGENT AT ARMS**
PERFORMS, IN THE ABSENCE
OF THE SEARGENT AT ARMS,
ALL THE DUTIES OF THAT
OFFICE AND IS ALSO STENOGRAPHER
AND KEEPS PROPERTY RECORDS
AND IS THE PURCHASING
AGENT.

POST OFFICE
RECEIVES AND DELIVERS MAIL
FOR SENATORS AND FOR
OFFICERS AND EMPLOYEES OF
THE SENATE.

FOLDING ROOM
CAREFULLY SUPERVISES
THE FOLDING OF
PUBLIC DOCUMENTS
BY SENATORS.

CAPITOL POLICE
APPOINTED BY THE SEARGENTS
AT ARMS OF THE SENATE, AND
HOUSE OF REPRESENTATIVES
AND ARE UNDER THE DIREC-
TION OF THE CAPITOL POLICE
OFFICER, WHO SUPERVISES
POLICE THE CAPITOL BUILDING
AND GROUNDS.

CAPITOL GUIDES
APPOINTED BY THE SEARGENTS
AT ARMS OF THE SENATE AND
HOUSE OF REPRESENTATIVES
AND ARE SUBJECT TO THE
RULES AND REGULATIONS
PROMULGATED BY THE CAPITOL
POLICE BOARD.

**SENATE OFFICE
BUILDING**
APPOINTED BY THE SEARGENT
AT ARMS TO POLICE THE
SENATE OFFICE BUILDING.

HOUSE OF REPRESENTATIVES

THE SPEAKER

IS THE PRESIDING OFFICER OF THE HOUSE, DECIDES QUESTIONS OF ORDER, APPOINTS CHAIRMEN OF THE COMMITTEE OF THE WHOLE, SIGNS ACTS, WARRANTS, SUBPENAS, AND ORDERS OF THE HOUSE; CONTROLS THE UNAPPROPRIATED ROOMS AND CORRIDORS IN THE HOUSE WING OF THE CAPITOL; APPOINTS CONFERENCE AND SPECIAL COMMITTEES, THE OFFICIAL REPORTERS OF DEBATES, THE COMMITTEE STENOGRAPHERS, THE PARLIAMENTARIAN, AND HIS OFFICE FORCE OF CLERKS

MAJORITY LEADER

IS ELECTED IN CAUCUS BY THE MAJORITY PARTY AND HAS THE RESPONSIBILITY OF CONDUCTING THE LEGISLATIVE PROGRAM; APPOINTS THE LEGISLATIVE CLERKS AND OTHER ASSISTANTS PROVIDED FOR HIS OFFICE, AND SELECTS THE PARTY WHIP

MAJORITY WHIP

ACTS UNDER THE DIRECTION OF THE MAJORITY LEADER IN ASCERTAINING SENTIMENT ON A GIVEN QUESTION AND SECURES THE ATTENDANCE OF MEMBERS OF HIS PARTY FOR VOTES ON IMPORTANT MATTERS; KEEPS IN TOUCH WITH THE LEGISLATIVE PROGRAM AND ADVISES MEMBERS OF THE TIME WHEN CERTAIN BILLS ARE EXPECTED TO BE CONSIDERED

LEGISLATIVE CLERK AND OTHERS

PERFORM SERVICE UNDER THE DIRECTION OF THE MAJORITY LEADER

MINORITY LEADER

IS SELECTED AT A CONFERENCE OF MINORITY MEMBERS; USUALLY HIS PARTY'S CANDIDATE FOR SPEAKER; CHAIRMAN OF MINORITY STEERING COMMITTEE AND CHAIRMAN EX OFFICIO OF COMMITTEE ON COMMITTEES WHICH SELECTS AND NOMINATES MINORITY MEMBERS ON HOUSE COMMITTEES; IS SPOKESMAN FOR HIS PARTY AND ENUNCIATES ITS POLICIES; THE MINORITY WHIP FUNCTIONS IN CONJUNCTION WITH HIM

MINORITY WHIP

ACTS UNDER THE DIRECTION OF THE MINORITY LEADER IN ASCERTAINING SENTIMENT ON A GIVEN QUESTION AND SECURES THE ATTENDANCE OF MEMBERS OF HIS PARTY FOR VOTES ON IMPORTANT MATTERS; KEEPS IN TOUCH WITH THE LEGISLATIVE PROGRAM AND ADVISES MEMBERS OF THE TIME WHEN CERTAIN BILLS ARE EXPECTED TO BE CONSIDERED

MINORITY CLERKS

ASSIST THE MINORITY LEADER AND THE MINORITY WHIP, AND REPRESENT THE MINORITY IN THE ARRANGEMENT OF PAIRS

LEGISLATIVE CLERK AND OTHERS

PERFORM SERVICE UNDER THE DIRECTION OF THE MINORITY LEADER

OFFICIAL STENOGRAPHERS TO COMMITTEES

REPORT STENOGRAPHICALLY HEARINGS OF HOUSE COMMITTEES

PARLIAMENTARIAN

APPOINTED BY THE SPEAKER, UNDER WHOSE DIRECTION HE INDICATES THE REFERENCE OF PUBLIC BILLS AND EXECUTIVE COMMUNICATIONS TO COMMITTEES; FURNISHES PRECEDENTS TO THE SPEAKER AND CHAIRMAN OF THE COMMITTEE OF THE WHOLE, CONFERS WITH THEM AND WITH MEMBERS CONCERNING LEGISLATIVE PROPOSITIONS WITH RESPECT TO THEIR PARLIAMENTARY ADMISSIBILITY OR OTHERWISE, AND PREPARES THE HOUSE MANUAL

COMMITTEE ON RULES

THIS COMMITTEE OCCUPIES A UNIQUE POSITION IN THAT IT IS NOT A LEGISLATIVE COMMITTEE, YET IT EXERCISES INFLUENCE UPON LEGISLATION THROUGH SPECIAL RULES REPORTED BY IT PROVIDING FOR THE CONSIDERATION OF BILLS ON THE MAJORITY PROGRAM, AND PRESCRIBING THE METHODS OF THEIR PROCEDURE. IT ALSO REPORTS PROPOSED CHANGES IN THE RULES OF THE HOUSE, AND BRINGS IN RESOLUTIONS CREATING SPECIAL COMMITTEES FOR VARIOUS PURPOSES

CHAIRMEN OF COMMITTEES

PRESIDE AT COMMITTEE MEETINGS AND HEARINGS, REPORT BILLS TO HOUSE AND CONDUCT THEIR CONSIDERATION ON THE FLOOR; MAY DELEGATE THESE FUNCTIONS TO ANOTHER MEMBER OF THE COMMITTEE; APPOINT THE COMMITTEE COMPLEMENT OF CLERKS AND ASSISTANTS

CLERKS TO COMMITTEES

ARE APPOINTEES OF THE CHAIRMEN, SUBJECT TO COMMITTEE APPROVAL; KEEP MINUTES OF MEETINGS, ASSIST IN THE PREPARATION OF REPORTS AND MINUTES OF MEETINGS, AND ARE ADMITTED TO HOUSE FLOOR WHEN COMMITTEE BILLS ARE UNDER CONSIDERATION

OFFICIAL REPORTERS OF DEBATES

REPORT STENOGRAPHICALLY ALL PROCEEDINGS OF THE HOUSE OF REPRESENTATIVES

LEGISLATIVE COUNSEL

ASSIST HOUSE COMMITTEES IN DRAFTING OF BILLS AND COMMITTEE REPORTS; LIKEWISE ALSO ASSIST MEMBERS WHEN NOT ENGAGED IN COMMITTEE WORK

DOORKEEPER

IS CHARGED WITH THE ENFORCEMENT OF RULES RELATING TO THE PRIVILEGES OF THE HOUSE CHAMBER AND IS RESPONSIBLE TO THE HOUSE FOR THE OFFICIAL CONDUCT OF HIS EMPLOYEES; MUST ENFORCE RULES OF DECORUM ON THE FLOOR OF THE HOUSE, IN CONJUNCTION WITH THE SERGEANT AT ARMS, IS ALSO CHARGED WITH THE OPERATION OF THE DOCUMENT ROOM AND FOLDING ROOM; SUPERVISES THE JANITOR SERVICE, CLOAK ROOM MEN, PAGES, AND MESSENGERS

POSTMASTER

SUPERINTENDS THE POST OFFICE IN THE CAPITOL AND HOUSE OFFICE BUILDINGS FOR THE ACCOMMODATION OF REPRESENTATIVES, DELEGATES, RESIDENT COMMISSIONERS, AND OFFICERS OF THE HOUSE, AND IS RESPONSIBLE FOR THE PROMPT AND SAFE DELIVERY AND DISPATCH OF THEIR MAIL

CLERK

THE DUTIES OF THE CLERK OF THE HOUSE OF REPRESENTATIVES ARE LARGELY EXECUTIVE AND QUASI-JUDICIAL IN THEIR NATURE, AND HE DERIVES HIS AUTHORITY FROM THE RULES OF PARLIAMENTARY LAW, RULES OF PRACTICE (WHICH HAVE THE FORCE OF COMMON LAW), EXPRESS STATUTES, AND THE PRINTED RULES OF THE HOUSE OF REPRESENTATIVES. HE IS A CONTINUING OFFICER WHOSE DUTIES DO NOT TERMINATE WITH THE SINE DIE ADJOURNMENT OF CONGRESS, AS DO THE DUTIES OF THE SPEAKER, THE MAJORITY AND MINORITY LEADERS, AND SOME OTHER OFFICIALS. IN THE CONSIDERATION OF THE SOURCES FROM WHICH THE CLERK DERIVES HIS AUTHORITY IT IS CORRECT TO OBSERVE THAT HE EXERCISES AS MUCH AUTHORITY BY VIRTUE OF THE UNWRITTEN RULES OF PRACTICE AS HE DOES UNDER THE WRITTEN RULES OF THE HOUSE AND EXPRESS STATUTES. THE CLERK ATTESTS BILLS, RESOLUTIONS, AND SUBPENAS, IS THE CUSTODIAN OF THE SEAL OF THE HOUSE, PREPARES THE ROLL OF REPRESENTATIVES ELECT, AND PRESIDES AT THE BEGINNING OF A CONGRESS UNTIL THE ELECTION OF A SPEAKER

UNDER HIS DIRECTION, MANY DUTIES OF THE CLERK OF THE HOUSE ARE PERFORMED BY THE CLERKS SHOWN BELOW AND THEIR ASSISTANTS

CHAPLAIN

OPENS THE DAILY SESSIONS OF THE HOUSE WITH PRAYER AND OFFICIATES AT MEMORIAL EXERCISES

SERGEANT AT ARMS

DISBURSING OFFICER OF MEMBERS' SALARIES AND MILEAGE; IS CHARGED WITH KEEPING ORDER ON THE FLOOR OF THE HOUSE, SERVES SUMMONSES TO WITNESSES TO APPEAR BEFORE COMMITTEES OF THE HOUSE; CONDUCTS OBSEQUES OF DECEASED MEMBERS

SUPERINTENDENT OF DOCUMENT ROOM

RECEIVES, FILES, AND KEEPS AVAILABLE FOR USE OF THE HOUSE, ALL BILLS, RESOLUTIONS, AND DOCUMENTS ORDERED PRINTED BY THE HOUSE, AS WELL AS ALL PUBLIC LAWS AND RESOLUTIONS; MAINTAINS A CURRENT CARD INDEX GIVING THE DAILY STATUS OF EACH PIECE OF LEGISLATION INTRODUCED IN THE HOUSE AND SENATE

SUPERINTENDENT OF FOLDING ROOM

RECEIVES AND HOLDS FOR DISTRIBUTION ON ORDER ALL DOCUMENTS PLACED TO THE CREDIT OF REPRESENTATIVES, DELEGATES, RESIDENT COMMISSIONERS, AND OFFICERS OF THE HOUSE

CHIEF JANITOR

HAS CHARGE OF THE LABORERS AND JANITORS APPOINTED BY THE DOORKEEPER

READING CLERKS

IT IS THE DUTY OF THE READING CLERKS TO READ ALL MATTER PRESENTED TO THE HOUSE AND TO CALL THE ROLL. THEY ALSO KEEP A FILE OF ALL BILLS, REPORTS, ETC., ON THE VARIOUS CALENDARS OF BUSINESS

PROPERTY CUSTODIAN

IS PURCHASING AGENT OF THE HOUSE; FURNISHES AND REPAIRS ALL OFFICE EQUIPMENT AND KEEPS PROPERTY RECORDS; SUPERINTENDS FURNITURE REPAIR SHOP

STATIONERY CLERK

HAS CHARGE OF THE STATIONERY ROOM OF THE HOUSE; MAKES PURCHASES, AND KEEPS THE ACCOUNTS OF THE REPRESENTATIVES AS WELL AS OF THE OFFICERS AND COMMITTEES OF THE HOUSE

JOURNAL CLERK

KEEPS MINUTES OF THE PROCEEDINGS OF THE HOUSE, WRITES THE DAILY JOURNAL, AND PREPARES AND INDEXES IT FOR PRINTING; ENROLLS ALL OFFICIAL PAPERS AT CLERK'S DESK

TALLY CLERK

PREPARES AND INDEXES THE DAILY CALENDARS OF BUSINESS OF THE HOUSE; RECORDS ALL VOTES BY THE YEAS AND NAYS AND ROLL CALLS FOR QUORUM AND PREPARES THE VOTING RECORDS OF MEMBERS

FILE CLERK

RECEIVES AND FILES ALL PAPERS FROM COMMITTEES OF THE HOUSE, AS REQUIRED BY THE RULE, AND IS CUSTODIAN OF THE ARCHIVES OF THE HOUSE

ENROLLING CLERK

ENGROSSES ALL BILLS, RESOLUTIONS, AND HOUSE AMENDMENTS TO SENATE BILLS PASSED BY THE HOUSE FOR TRANSMITTAL TO THE SENATE; DRAFTS AND ENGROSSES ALL MESSAGES TRANSMITTED FROM THE HOUSE TO THE SENATE; ENROLLS FOR PRESENTATION TO THE PRESIDENT ALL HOUSE BILLS AND RESOLUTIONS WHICH HAVE PASSED BOTH HOUSES

BILL CLERK

HAS CHARGE OF NUMBERING AND PRINTING OF BILLS AND THE TRANSCRIBING FOR THE CONGRESSIONAL RECORD OF BILLS, RESOLUTIONS, EXECUTIVE DOCUMENTS, AND REPORTS OF COMMITTEES; KEEPS A COMPLETE RECORD OF THE REFERENCE OF AND ACTION ON BILLS, RESOLUTIONS, EXECUTIVE DOCUMENTS, AND REPORTS OF COMMITTEES, AND OF THEIR STATUS

DISBURSING CLERK

PREPARES THE PAY ROLLS AND PAYS THE SALARIES OF ALL OFFICERS AND EMPLOYEES OF THE HOUSE OF REPRESENTATIVES, INCLUDING CLERKS TO MEMBERS; DISBURSES ALL MONEY APPROPRIATED FOR OPERATING EXPENSES OF THE HOUSE OF REPRESENTATIVES, INCLUDING THE CONTINGENT FUND AND CERTAIN SPECIFIC APPROPRIATIONS; ALSO KEEPS ALL BOOKS, ACCOUNTS, ETC., FOR AUDITING PURPOSES BY THE COMPTROLLER GENERAL OF THE UNITED STATES

CLERK'S DOCUMENT ROOM

RECEIVES ALL SPECIAL ORDERS FOR BINDING OF DOCUMENTS FOR MEMBERS OF THE HOUSE; DISTRIBUTES THE HOUSE AND SENATE JOURNALS, THE UNITED STATES STATUTES AT LARGE, AND THE BIMONTHLY INDEX TO THE CONGRESSIONAL RECORD; RECEIVES AND FILES ALL HOUSE AND SENATE DOCUMENTS

CAPITOL POLICE

APPOINTED BY THE SERGEANTS AT ARMS OF THE SENATE AND HOUSE OF REPRESENTATIVES AND ARE UNDER THE DIRECTION OF THE CAPITOL POLICE BOARD. IT IS THEIR DUTY TO POLICE THE CAPITOL BUILDING AND GROUNDS

CASHIER

KEEPS RECORDS OF AND HANDLES ALL MONEY IN THE SERGEANT AT ARMS' OFFICE, ASSISTED BY TELLERS AND BOOKKEEPERS

HOUSE OFFICE BUILDINGS POLICE

APPOINTED BY THE SERGEANT AT ARMS TO POLICE THE HOUSE OFFICE BUILDINGS

GUIDES

APPOINTED BY THE SERGEANTS AT ARMS OF THE SENATE AND HOUSE OF REPRESENTATIVES AND ARE SUBJECT TO THE RULES AND REGULATIONS PROMULGATED BY THE CAPITOL POLICE BOARD

LIBRARIAN

HAS SUPERVISION OF THE HOUSE LIBRARY AND THE HALL LIBRARY ON THE FLOOR OF THE HOUSE

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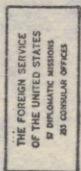
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DEPARTMENT OF STATE



DEPARTMENT OF STATE

OFFICERS

CORDELL HULL, *Secretary of State*; WILLIAM PHILLIPS, *Under Secretary of State*; WILBUR J. CARR, *Assistant Secretary of State*; R. WALTON MOORE, *Assistant Secretary of State*; FRANCIS B. SAYRE, *Assistant Secretary of State*; SUMNER WELLES, *Assistant Secretary of State*; GREEN H. HACKWORTH, *Legal Adviser*; HARRY A. MCBRIDE, *Assistant to the Secretary of State*; JAMES CLEMENT DUNN, *Special Assistant to the Secretary of State and Chief, Division of Western European Affairs*; HUGH S. CUMMINGS, JR., *Executive Assistant to the Secretary of State*; CLINTON E. MACEACHRAN, *Chief Clerk and Administrative Assistant*; THOMAS M. WILSON, *Chief, Division of Foreign Service Personnel*; LOWELL C. PINKERTON, *Director, Foreign Service Officers' Training School*; STANLEY K. HORNBECK, *Chief, Division of Far Eastern Affairs*; *LAURENCE DUGGAN, * *Chief, Division of Latin American Affairs*; WALLACE MURRAY, *Chief, Division of Near Eastern Affairs*; EDWARD L. REED, *Chief, Division of Mexican Affairs*; ROBERT F. KELLEY, *Chief, Division of Eastern European Affairs*; HERBERT FEIS, *Economic Adviser*; RUTH B. SHIPLEY, *Chief, Passport Division*; HUNTER MILLER, *Historical Adviser*; CYRIL WYNNE, *Chief, Division of Research and Publication*; MICHAEL J. McDERMOTT, *Chief, Division of Current Information*; HERBERT C. HENGSTLER, *Chief, Division of Foreign Service Administration*; RICHARD SOUTHGATE, *Chief, Division of Protocol and Conferences*; CHARLES LEE COOKE, *Ceremonial Officer, Division of Protocol and Conferences*; CHARLES M. BARNES, *Chief, Treaty Division*; DAVID A. SALMON, *Chief, Division of Communications and Records*; JOHN FARR SIMMONS, *Chief, Visa Division*; WILLIAM MCNEIR, *Chief, Bureau of Accounts*; EMERSON CHRISTIE, *Chief, Translating Bureau*; MARGARET M. HANNA, *Chief, Office of Coordination and Review*; ROBERT J. PHILLIPS, *Assistant Chief (Acting), Foreign Service Buildings Office*; JAMES J. MURPHY, JR., *Chief, Consular Commercial Office*; HENRY F. GRADY, *Chief, Division of Trade Agreements*; JOSEPH C. GREEN, *Chief, Office of Arms and Munitions Control*

Information, Office of the Chief Clerk and Administrative Assistant, Room 102, Department of State Building, Seventeenth Street and Pennsylvania Avenue NW., Washington, D. C.

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Creation and Authority.—A Department of Foreign Affairs was created by an act of Congress approved July 27, 1789, the first executive department to be established (1 Stat. 28). By this act the Department was charged with the performance and execution of such duties relating to foreign affairs as should be "enjoined on or entrusted to" it by the President of the United States.

The name of the Department was changed to "Department of State" and its activities extended to include some of a purely domestic nature by an act approved September 15, 1789, "to provide for the safe-keeping of the Acts, Records and Seal of the United States, and for other purposes" (1 Stat. 68). Since 1789 many statutes affecting the Department have been enacted but its primary functions have remained unaltered.

Purpose.—The functions of the Department of State relate chiefly to the foreign affairs of the United States. Under the direction of the President, the Department conducts the correspondence with the diplomatic and consular representatives of the United States and with the representatives of foreign powers accredited to the United States, and negotiations of whatever character relating to the foreign affairs of the United States (U. S. C. Title 5, Section 156).

The domestic functions of the Department of State are hereinafter set forth.

Organization.—The work of the Department is directed by the Secretary of State, highest ranking Cabinet member. His chief aides are the Under Secretary of State, four Assistant Secretaries, a Legal Adviser, and two special assistants. Six regional divisions have general charge, under the Secretaries, of diplomatic, consular, political, and economic relations with specific foreign powers. Technical and other matters are handled by several specialized divisions and offices.

The Department of State maintains immediate and intimate contact with the various foreign powers through fifty-seven diplomatic offices and two hundred ninety-three consular offices throughout the world with more than thirty-six hundred employees who comprise the Foreign Service of the United States. At Washington the Department of State has approximately seven hundred employees.

The Secretary of State is not required by law to make an annual report to Congress. The President himself communicates to Congress information regarding the state of the Union and its foreign relations.

The principal divisions and offices of the Department, the general nature of each of which is indicated by its name, are as follows:

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| Office of the Legal Adviser | Office of the Historical Adviser |
| Office of the Chief Clerk and Administrative Assistant | Division of Research and Publication |
| Board of Appeals and Review | Division of Current Information |
| Board of Examiners for the Foreign Service | Division of Foreign Service Administration |
| Board of Foreign Service Personnel | Division of Protocol and Conferences |
| Division of Foreign Service Personnel | Treaty Division |
| Foreign Service Officers' Training School | Division of Communications and Records |
| Division of Far Eastern Affairs | Visa Division |
| Division of Latin American Affairs | Bureau of Accounts |
| Division of Western European Affairs | Translating Bureau |
| Division of Near Eastern Affairs | Office of Coordination and Review |
| Division of Mexican Affairs | Foreign Service Buildings Office |
| Division of Eastern European Affairs | Consular Commercial Office |
| Office of the Economic Adviser | Division of Trade Agreements |
| Passport Division | *Office of Arms and Munitions Control* |

ACTIVITIES

Drafting and Negotiation of Treaties.—Under the direction of the President, the Department of State drafts, negotiates, and interprets treaties and other international agreements with foreign countries.

Ratification of Treaties.—It submits treaties to the President after they are negotiated, so that they may receive the consideration of the Senate, advice and consent of which is essential before a treaty may be ratified.

Enforcement of Treaties and other International Obligations.—The Department deals with many other formalities in relation to treaties and assists in the enforcement of treaties which are in effect, and in the fulfillment of the other international obligations of the United States.

Foreign Service of the United States.—The Foreign Service of the United States forms the field force through which the Department of State establishes and maintains the necessary contacts with foreign governments. The Foreign Service, which includes all ambassadors and ministers, counselors of embassy or legation, diplomatic secretaries, consuls general, consuls, vice consuls, and subordinate personnel, deals with every political, commercial, administrative, or social problem that enters into the relations of the United States with foreign countries. The officers of the Foreign Service carry on negotiations in conformity with instructions from the Department, report on political and economic conditions and trends of significance to the United States, and strive to create good will and common understanding for enhancing international confidence and cooperation among governments and peoples.

Foreign Service Administration.—The Department supervises and administers the work of the Foreign Service and holds examinations for entrance into the Foreign Service. It has supervision of matters relating to the housing of diplomatic and consular establishments abroad and the protection and maintenance of properties owned or to be acquired by the United States for such purposes.

Foreign Service Officers' Training School.—The Department maintains a Foreign Service Officers' Training School for the instruction of new appointees to the Foreign Service. Only those persons who have successfully passed the examination for the position of Foreign Service officer are admitted to the School. Instructors for the School are selected from the Department of State and other executive departments.

Protection of American Citizens and American Interests Abroad.—Through the Foreign Service, the Department protects American citizens in foreign countries, American shipping and seamen, and American interests in general.

Protection of Aliens in the United States.—The Department aids in the protection of personal and private rights of aliens in the United States.

Eligibility for Passports and Registration in American Consulates.—The Department determines the eligibility of persons to receive American passports or to be registered in the consulates of the United States. This involves the determination of questions relating to the acquisition and loss of American nationality, dual nationality, and the right of a person to receive the protection of the United States while abroad; supervision of the passport work performed by Foreign Service officers, by the Executive officers of Hawaii, the Philippine Islands, American Samoa, Guam, Puerto Rico, and the Virgin Islands, by the passport agencies in the United States, and by about 3,800 clerks of courts in the United States authorized to execute applications for passports; the determination of the international aspects of each request for the intervention of the United States on behalf of an American citizen or national in connection with the impressment of such person into the military service of a foreign country, and formulation of policies and safeguards with a view to the prevention of the fraudulent procurement of American passports.

Issuance of Passports.—The Department issues passports to citizens of the United States and to persons who owe permanent allegiance to the United States.

Claims of American Citizens against Foreign Governments.—The Department considers and passes upon claims of American citizens against foreign governments and endeavors to collect such claims as it regards as valid, either by diplomatic means or by presentation to international arbitral tribunals.

Consideration of Foreign Claims.—It handles claims of foreigners against the Government of the United States, recommends to Congress the payment of such claims as it regards as valid, and prepares the defense of the United States in cases presented to international arbitral tribunals.

Administration of Immigration Laws and Issuance of Visas.—Through the Visa Division, the immigration laws of the United States are administered insofar as they affect the Department of State and its officers abroad in their function of controlling abroad the entry of aliens into the United States. This includes the interpretation of immigration laws and regulations for the guidance of consular officers, the maintenance of uniform examination standards at American consular offices, the determination of nonquota or preference status for certain alien relatives of American citizens as provided in the Immigration Act of 1924, the granting of waivers of crew-list visas, and the issuance of diplomatic visas to foreign diplomatic and consular officers in the United States. Liaison is main-

tained with Congressional immigration committees and other Government agencies engaged in similar work, negotiations are conducted with foreign governments relative to reciprocal agreements for the abolition or reduction of visa fees, and fraud in connection with the procurement of foreign visas is investigated.

International Conferences.—The Department determines, in cooperation with other departments of the Government and interested persons and organizations, the extent and character of the participation of the United States in international conferences, congresses, expositions, and conventions, both at home and abroad, and makes the arrangements for such participation.

Reception of Foreign Diplomatic Officers.—The Department of State determines whether foreign diplomatic officers are to be received by the United States.

Issuance of Exequaturs.—Exequaturs to foreign consuls in the United States are issued through the Department of State.

Rights and Privileges of Foreign Representatives.—The Department deals with questions concerning the rights and privileges of foreign diplomatic and consular officers in the United States.

Extradition Procedure.—The Department is the medium through which the extradition of fugitives from justice is effected between the United States and other countries.

Ceremonials and Entertainment of Foreign Dignitaries.—The Department arranges all ceremonials of a national or international character participated in by the United States, and provides for the entertainment and protection of distinguished foreign visitors.

Recognition of States, Governments, and Belligerency.—The Department aids in deciding whether the United States shall recognize new states or new governments, and in determining the status of belligerency.

Translation of Documents.—The Department translates communications in foreign languages referred by the White House, diplomatic notes, treaty texts, proceedings at international conferences, and other documents requiring translation. It also operates a coordinating service for the translation of documents for all departments and agencies of the Government.

Ascertainment of Presidential Electors and of Their Votes.—The Secretary of State receives from the chief executives of the several States of the United States certificates of the ascertainment of the electors for President and Vice President, and transmits copies of such certificates to Congress. He also receives from the electors certificates of the votes cast by them, holding one copy of such certificates subject to the order of the President of the Senate.

Amendments to the Constitution of the United States.—The Secretary of State communicates to the chief executives of the several States of the United States certified copies of joint resolutions of Congress proposing amendments to the Constitution. He also receives from the chief executives or other State officials the authenticated records of action on the proposed amendments by the State Legislatures or by conventions in the States, as the case may be. Upon receipt of official notice of adoption of a proposed amendment to the Constitution by the requisite three-fourths of the States,

the Secretary of State issues his certificate under the seal of the Department of State specifying the States by which the amendment has been adopted, and that the same has become valid, to all intents and purposes, as a part of the Constitution of the United States.

The Seal of the United States.—The Department of State has custody of the seal of the United States and, after countersignature by the Secretary of State, affixes it to various commissions and, upon the written authorization of the President, to all ratifications of treaties and to all Executive proclamations, and to certain warrants of extradition and ceremonial letters.

Authentication of Documents.—The Department authenticates, by attaching a certificate bearing the seal of the Department of State, documents of various kinds bearing the seals of the executive departments and independent agencies of the Federal Government, the several State governments, foreign embassies and legations in the United States, and others, intended for use, generally by private individuals or firms, both in the United States and abroad.

Custody of Documents.—The Department of State has custody of the originals of all acts and resolutions of Congress, Executive orders, proclamations, and amendments to the Constitution of the United States, and of all treaties to which the United States is a party.

Publications.—The Department of State publishes the acts and resolutions of Congress, Executive orders, proclamations, treaties and other international acts of the United States, and the volumes entitled "Foreign Relations of the United States" and "Territorial Papers of the United States." It also issues other publications, a list of which may be obtained from the Department.

***National Munitions Control Board.**—Section 2 of the Joint Resolution of Congress approved by the President August 31, 1935 (Pub. Res. No. 67, 74th Cong.), created a National Munitions Control Board, consisting of the Secretaries of State, the Treasury, War, the Navy, and Commerce. The Secretary of State, as Chairman of the Board, administers the provisions of Section 2 through an office in the Department of State known as the Office of Arms and Munitions Control, to which he has assigned the following duties.

1. Registration of manufacturers, exporters, importers of articles proclaimed by the President to be arms, ammunition and implements of war, the export or import of which without a license would be a violation of any law of the United States.

2. Issuance of licenses for the exportation or importation of arms, ammunition and implements of war under such regulations as may be promulgated by the Secretary of State.

3. Such supervision of international traffic in arms, ammunition and the implements of war as falls within the jurisdiction of the Secretary of State under treaties and statutes.

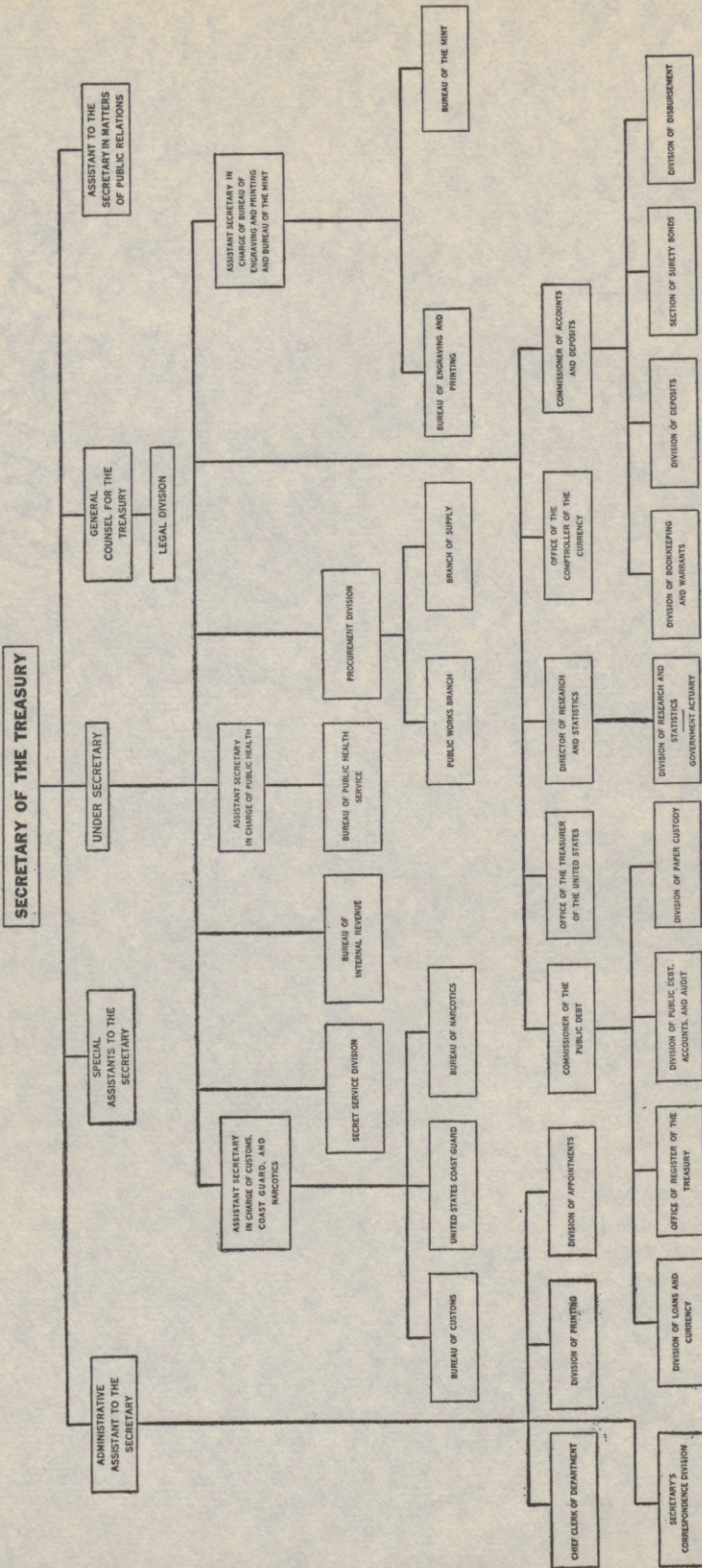
The Chief of the Office is Executive Secretary of the National Munitions Control Board.*

Approved.

CORDELL HULL,
Secretary of State.

(11-11-35)

DEPARTMENT OF THE TREASURY



DEPARTMENT OF THE TREASURY

OFFICERS

HENRY MORGENTHAU, JR., *Secretary*; T. JEFFERSON COOLIDGE, *Under Secretary*; STEPHEN B. GIBBONS, L. W. ROBERT, JR., and JOSEPHINE A. ROCHE, *Assistant Secretaries*; WILLIAM H. MCREYNOLDS, *Administrative Assistant to the Secretary*; W. NORMAN THOMPSON, *Assistant Administrative Assistant to the Secretary*; HENRIETTA S. KLOTZ, *Assistant to the Secretary*; JOHN KIELEY, *Assistant to the Secretary*; H. R. SHEPPARD, *Assistant to Assistant Secretary*; FRANCIS C. ROSE, *Assistant to Assistant Secretary*; MARY E. SWITZER, *Assistant to Assistant Secretary*; FRANK A. BIRGFELD, *Chief Clerk*; HERBERT E. GASTON, PETER GRIMM, D. W. BELL, LE ROY BARTON, HAROLD N. GRAVES, and CYRIL B. UPHAM, *Assistants to the Secretary*; BERIAH M. THOMPSON and CHESTER T. CROWELL, *Special Assistants to the Secretary*; ARCHIE LOCHHEAD and HARRIS F. MIRES, *Technical Assistants*; CHARLES R. SCHOENEMAN, *Special Staff Assistant*; EDWIN R. BALLINGER, *Technical Assistant to Administrative Assistant*; HERMAN OLIPHANT, *General Counsel*; JOHN G. HARLAN, *Assistant to the General Counsel*; ROBERT H. JACKSON, *Assistant General Counsel for Bureau of Internal Revenue*; CLARENCE V. OPPER, ALANSON WILLCOX, CLINTON M. HESTER, and CLAYTON E. TURNER, *Assistant General Counsels*; ELI FRANK, JR., *Chief Counsel, Bureau of Customs*; RALPH W. BROWN, *Special Assistant to the General Counsel*; GEORGE C. HASS, *Director of Research and Statistics*; AARON DIRECTOR, *Assistant to the Director*; W. H. MORAN, *Chief, Secret Service Division*; JAMES E. HARPER, *Chief, Division of Appointments*; L. C. SPANGLER, *Chief, Division of Printing*; GABRIELLE E. FORBUSH, *Chief, Secretary's Correspondence Division*; WILLIAM S. BROUGHTON, *Commissioner of the Public Debt*; EDWIN L. KILBY, *Assistant Commissioner of the Public Debt*; MARVIN WESLEY, *Chief, Division of Loans and Currency*; W. W. DURBIN, *Register of the Treasury*; MELVIN R. LOAFMAN, *Chief, Division of Accounts and Audit*; E. F. BARTELT, *Commissioner of Accounts and Deposits*; MAURICE COLLINS, *Assistant Commissioner of Accounts and Deposits*; G. F. ALLEN, *Chief Disbursing Officer*; JOSEPH GREENBERG, *Chief, Division of Bookkeeping and Warrants*; E. D. BATCHELDER, *Chief, Division of Deposits*; J. F. T. O'CONNOR, *Comptroller of the Currency*; W. A. JULIAN, *Treasurer of the United States*; JAMES H. MOYLE, *Commissioner of Customs*; GUY T. HELVERING, *Commissioner of Internal Revenue*; NELLIE TAYLOR ROSS, *Director of the Mint*; H. J. ANSLINGER, *Commissioner of Narcotics*; ALVIN W. HALL, *Director, Bureau of Engraving and Printing*; SURGEON GENERAL HUGH S. CUMMING, *Public Health Service*; REAR ADMIRAL HARRY G. HAMLET, *Commandant of the Coast Guard*; REAR ADMIRAL CHRISTIAN J. PEOPLES, *Director, Procurement Division*; *FRANKLIN CHASE HOYT, *Federal Alcohol Administrator**

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Creation and Authority.—The Treasury Department was created by Act of Congress approved September 2, 1789 (1 Stat. 65). Many subsequent acts have figured in the development of the Department, delegating new duties to its charge and establishing the numerous bureaus and divisions which now compose the Treasury.

Purpose.—The original act established the Department to superintend and manage the National finances. This act charged the

Secretary of the Treasury with the preparation of plans for the improvement and management of the revenue and the support of the public credit. It further provided that he should prescribe the forms for keeping and rendering all manner of public accounts and for the making of returns. He was empowered to grant, subject to the limitations of the amended act, all warrants for moneys to be issued from the Treasury pursuant to legal appropriations, and to furnish information, upon request, to either or both branches of Congress on any matter referred to him or pertaining to his office. The act further stated it to be the duty of the Secretary "... generally to perform all such services relative to the finances, as he shall be directed to perform" (R. S. 248).

With the expansion of the country and its financial structure, frequent revisions and amendments to the act have so broadened the scope of the Treasury Department that it now embraces a score * or more* of diversified bureaus, divisions, and offices, and many new duties have been delegated to its charge. Besides managing the financial affairs of the Nation, the Department now controls the construction of public buildings, the coinage and printing of money, and the procurement of Federal supplies. The Coast Guard, Narcotics, Public Health, and Secret Services all have been placed under the supervision and jurisdiction of the Treasury Department.

The Secretary of the Treasury is an ex-officio *member* of the Board *of Governors of the Federal Reserve System,* and ex-officio member of the Reconstruction Finance Corporation's board of directors. He is a member of the boards of trustees of both the Postal Savings System and the Smithsonian Institution, and chairman of the Library of Congress Trust Fund Board. He is a member of the National Emergency Council, *the National Archives Council,* the Foreign Service Buildings Commission, Federal Employment Stabilization Board, and is in charge of liquidation of the War Finance Corporation. The Secretary is also Director General of Railroads. He is required by law to submit an annual report to Congress upon the condition of the finances, and to make public the first of each month the last preceding weekly statement of the Treasury (R. S. 267).

Organization.—Affairs of the Treasury Department are generally supervised by the Secretary of the Treasury. He is assisted in the management and direction of the Department's numerous and varied branches by the Under Secretary of the Treasury, the General Counsel, three Assistant Secretaries of the Treasury, and a staff of administrative, special, and technical assistants who supervise and correlate the activities of the different bureaus, offices, and divisions. Each bureau is under the general direction of a chief who reports to the Secretary and his immediate assistants.

The principal divisions and bureaus of the Department are as follows:

Legal division
Office of Commissioner of Accounts
and Deposits
Office of Commissioner of the Public
Debt
Office of the Treasurer of the United
States
Bureau of Internal Revenue
Office of the Comptroller of the Cur-
rency
Bureau of Engraving and Printing
Bureau of the Mint

Bureau of the Public Health Service
Bureau of Customs
Bureau of Narcotics
United States Coast Guard
Secret Service Division
Procurement Division
Division of Research and Statistics
Division of Appointments
Office of the Chief Clerk and Superin-
tendent
Federal Alcohol Administration

ACTIVITIES

Legal Division

Formulation of Treasury Legal Division.—By section 512 of the Revenue Act of 1934, there was created the office of General Counsel for the Department of the Treasury, the law providing that the General Counsel should be the chief law officer of the Department and perform such duties in respect to its legal activities as are prescribed by the Secretary or required by law.

By circular dated June 20, 1934, the Secretary prescribed the duties of the General Counsel and established the Legal Division, Department of the Treasury. The Legal Division was placed under the direct supervision and control of the General Counsel. Section 512 of the Revenue Act, 1934, also transferred the powers, duties, and functions formerly exercised by the General Counsel for the Bureau of Internal Revenue and by the Solicitor of the Treasury to the General Counsel for the Department of the Treasury.

General Charge of Treasury Legal Activities.—The Legal Division is responsible for and in charge of all legal activities of the Treasury; is in charge of all legislation pertaining to the affairs of the Department, including the drafting of bills, Executive orders and proclamations; renders formal legal opinions; prepares or reviews material for publication, official regulations, Treasury decisions, and other rulings connected with laws under the administration of the Department; and cooperates with the Department of Justice with respect to litigation in which the Department has an interest.

Sureties, Claims, and Remission of Fines.—The General Counsel is charged by statute with approving sureties on certain official bonds and with certifying copies of records in the custody of the Legal Division. He makes recommendation with respect to offers in compromise of claims in favor of the United States, which have not been referred to the Department of Justice for prosecution in the courts, except claims arising under the postal laws. He also advises the

Secretary with reference to action to be taken upon petitions for remission or mitigation of fines, penalties, and forfeitures.

Lands, Properties, and Trusts.—The General Counsel is empowered to appoint agents to bid in, on behalf of the United States, lands or tenements of a debtor when being sold on execution at the suit of the United States. He has charge of all lands and other property which had been or may be assigned, set off, or conveyed to the United States, and of all trusts created for the use of the United States, in the payment of debts due it. He has charge of the sale and disposal of lands assigned or set off to the United States, or vested in it by mortgage or other security in the payment of debts. With the approval of the Secretary of the Treasury, he may rent or sell unproductive lands acquired, under judicial process or otherwise, in the collection of debts.

Office of the Commissioner of Accounts and Deposits

Supervisory Duties.—The supervisory duties of this office relate to the Division of Bookkeeping and Warrants, the Division of Disbursement, the Division of Deposits, the Section of Surety Bonds, and certain duties in the Office of the Treasurer of the United States which are related to the work of the above-mentioned divisions.

Estimates of Cash Position.—The office prepares periodic estimates of the future cash position of the Treasury for use in its financial planning and current financing.

Deposit, Transfer, and Withdrawal of Funds from Government Depositories.—The office is charged with the preparation of calls for the withdrawal of Government funds from special depositories to meet current expenditures, transfer of funds between Federal Reserve banks when necessary to meet prompt payment of Government obligations, and general supervision of the Treasury's fiscal agency transactions with Federal Reserve banks.

Foreign Obligations.—The collection of principal and interest on foreign obligations, keeping the accounts with respect thereto, and generally the handling of all matters pertaining to such indebtedness are under the supervision of this office.

Railroad and Other Indebtedness.—Collection of railroad obligations acquired by the Government under the Transportation Act of 1920, keeping the accounts relating thereto, and other items of indebtedness turned over to the Treasury by other departments for collection are within its jurisdiction.

War Claims Awards.—Its duties include the payment, keeping of accounts, and handling generally of matters relating to awards under the Settlement of War Claims Act of 1928.

Investments.—The office has supervision of the investment accounts of the Government, directing the custody of investments and securities held by the Treasurer and by Federal Reserve banks for which the Secretary of the Treasury is responsible.

Treasury Accounts and Procedure.—Under Department Circular 514, the office reviews all proposed changes in the accounting procedures of the Treasury Department, including all of its bureaus and offices.

Revenue, Appropriation, and Expenditure Accounts of All Departments of the Government.—Under the act of July 31, 1894, the Division of Bookkeeping and Warrants, under the administrative supervision of this office, maintains the accounts relating to revenues, appropriations, and expenditures of all departments and establishments of the Government. Under the provisions of Executive Order No. 6226, dated July 27, 1933, it maintains budgetary accounts relating to the apportionment and obligation of funds pertaining to such departments and establishments, including governmental corporations operating on public funds.

Treasury Warrants.—This office issues all Treasury warrants, including those upon which Government disbursements are based and those for the covering of moneys into the Treasury of the United States.

Reports and Statements.—It has general supervision over the preparation of the Daily Statement of the United States Treasury, the Monthly Statement of the Public Debt, contingent liabilities, and securities owned by the Government. It compiles the annual digest of appropriations for the information and guidance of all departments and establishments, and an annual combined statement of the receipts and expenditures of the Government pursuant to the act of July 31, 1894.

Disbursements.—The Division of Disbursement, under the administrative supervision of this office, was created by Executive Order No. 6166 of June 10, 1933, and is charged with the function of disbursing all moneys of the United States (except the Army, Navy, Marine Corps, and Panama Canal). The disbursing functions which were formerly exercised by disbursing officers attached to the various Government departments and agencies are being gradually consolidated in the Division of Disbursement.

Designation of Government Depositaries.—The Division of Deposits, under the supervision of this office, is charged with the administration of matters relating to the designation of Government depositaries and the deposit of Government funds with them. These depositaries include Federal Reserve banks, general and limited national bank depositaries, special depositaries under the Liberty Loan Acts, foreign depositaries, Federal Land banks, and the Philippine Treasury.

Surety Companies.—The Commissioner of Accounts and Deposits has supervision over matters relating to application of surety companies to transact business with the Government. He supervises the auditing of their quarterly financial statements, fixes their qualifying power, notifies them of the settlement of fiscal officers' accounts under

fidelity bonds, and generally exercises such other supervision as may be necessary to protect the interests of the Government under bonds executed by surety companies. He has custody of official bonds running to the Government (except those of the Post Office Department employees and of certain Federal court officials).

Public Debt Service

General Conduct of Public Debt Transactions.—The Public Debt Service, under the Commissioner of the Public Debt, is charged with the conduct of transactions in public debt and paper currency issues of the United States. As agent it also handles the public debt issues of the Philippine and Puerto Rican Governments, and the securities of the Home Owners' Loan Corporation and the Federal Farm Mortgage Corporation, and the Consolidated Federal farm-loan bonds.

Organization of Public Debt Service.—In addition to the Office of the Commissioner, the Service includes the Division of Loans and Currency, the Office of the Register of the Treasury, the Division of Paper Custody, and the Division of Accounts and Audit.

New Security Issues.—When a new issue of public debt securities is to be offered for subscription, the Public Debt Service prepares the necessary documents incident to the offering, and directs the handling of subscriptions for and allotments of the securities to be issued.

Example of New Security Issue.—United States Savings Bonds are a new form of Government security, designed as an investment for individuals. These are issued in small denominations and are available to the public at large at all first-, second-, and third-class post offices. The bonds are sold at issue prices less than the face values, increasing to face value at maturity, which is 10 years from date of purchase. For instance, a bond selling for \$18.75 reaches a value of \$25 in 10 years. The highest priced of these bonds is issued at \$750, maturing in 10 years at \$1,000. The increase for the full period is equal to the interest on the purchase price at a rate of about 2.9 percent compounded semiannually. In case of an emergency, the Government will redeem United States Savings Bonds at any time after 60 days from the date of issue.

Issuance and Management of Public Debt Securities.—The Division of Loans and Currency is the issuing branch. It receives securities from the Bureau of Engraving and Printing, makes original issues, and thereafter conducts exchanges, transfers, conversions, and replacements. It maintains accounts with holders of registered bonds, and prepares checks for payment of interest thereon. It audits redeemed United States paper currency and mutilated work of the Bureau of Engraving and Printing.

Retirement of Securities.—The Office of the Register of the Treasury is the retiring branch. This office receives, examines, and has custody of securities retired for any account, including paid interest coupons.

Procurement and Supervision of Distinctive Paper.—The Service is charged with the procurement of distinctive paper required for printing currency and public debt securities, and for other purposes, and in connection with its manufacture maintains a field force at the mills of the contractors. The Division of Paper Custody receives the distinctive paper from contractors, and issues it to the Bureau of Engraving and Printing as required.

Public Debt Accounting and Auditing.—The Division of Accounts and Audit maintains administrative control accounts over all transactions with which the Public Debt Service is charged, and related transactions conducted by the Office of the Treasurer of the United States, and by the Federal Reserve banks acting in their capacities as fiscal agents of the United States. Similar accounts are maintained over transactions in distinctive and nondistinctive paper used in printing public debt and other securities, currency, stamps, etc.

It also makes administrative examinations and audits of transactions so conducted and the securities involved. It maintains control accounts over reserve stocks of currency in the offices of the Treasurer and the Comptroller of the Currency, and conducts administrative examinations and physical audits of such stocks, cash balances in the several divisions of the Treasurer's Office, and collateral securities held in trust by the Treasurer.

Office of the Treasurer of the United States

Receipts and Disbursement of Public Moneys.—The Treasurer is charged with the receipt and disbursement of public funds on deposit in the Treasury or in other authorized depositories.

Fiscal Agent for Public Debt Transactions.—He is fiscal agent for the issuance and redemption of paper currency, for the payment of principal and interest on the public debt and on bonds of the Puerto Rican and Philippine Governments (of which the Secretary is transfer agent), and for the redemption of national bank notes and Federal Reserve notes and bank notes.

Credit and Disbursement of Appropriated Funds.—He credits funds appropriated by Congress for the use of Government departments and establishments to the officers authorized by law to disburse for those agencies, on receipt of accountable warrants signed by the Secretary of the Treasury and countersigned by the Comptroller General. Disbursements from such funds are made by checks drawn on the Treasurer.

Issuance of Treasury Statements.—He prepares and issues the daily Treasury statements, the monthly preliminary statements of

the public debt and of the Government's classified expenditures, and the monthly statement of outstanding paper currency.

Accounts Maintained by the Treasurer.—He maintains the Treasury general ledger accounts of the trust, reserve, and general funds, as well as other important accounts.

Custodian of Funds and Securities.—He is also custodian of miscellaneous securities and trust funds, including those held to secure postal savings in banks, national bank-note circulation, and public deposits in national banks.

Bureau of Internal Revenue

General Administration of Internal Revenue Laws.—The Bureau of Internal Revenue under the direction of the Commissioner has general supervision over the determination, assessment, and collection of all internal revenue taxes and those under the Agricultural Adjustment Act. It is charged with the enforcement of the internal revenue laws, and prepares and distributes the forms and instructions for the filing of tax returns.

Income and Profit Taxes.—The Income Tax Unit administers the income and profits tax provisions of the internal revenue laws, preparing regulations in this regard, receiving, auditing, and verifying the returns, and reviewing and disposing of claims for refund.

Alcoholic Beverages and Industrial Alcohol.—The Alcohol Tax Unit carries out the functions of the permissive and enforcement provisions of the laws relating to the manufacture, distribution, and sale of spiritous liquors, wines, beer, and industrial alcohol.

***Social Security Act.**—The Bureau of Internal Revenue is charged with administration of taxing provisions of the Social Security Act.*

Other Internal Revenue Taxes.—The Miscellaneous Tax Unit administers the internal revenue laws as they apply to other than income and profits taxes, including those imposed under title I of the Agricultural Adjustment Act, preparing regulations in this regard, receiving, auditing, and verifying the returns, and reviewing and disposing of claims for refund and abatement.

Supervision of Collectors and Field Forces.—The Accounts and Collections Unit is charged with supervising the organization and management of the offices of collectors of internal revenue, including their field forces, and with administrative auditing of their accounts. It also issues stamps to collectors of internal revenue.

Field Service.—The three main divisions of the field service are the collection, the field audit of the Income Tax Unit, and the field activity of the Alcohol Tax Unit. In addition the Bureau maintains a staff of intelligence agents, supervisors of accounts and collections, miscellaneous and sales tax agents, and field representatives of the General Counsel's office.

Office of the Comptroller of the Currency

Supervision of National Banks.—The Comptroller has general supervision over all national banks in operation, the organization of

new national banks, the consolidation of national banks or State with national, conversion of State banks into national, voluntary liquidation of national banks, granting of right to operate branches by national banks and State member banks, and the administration, through receivers, of any which fail. He requires national banks to report on their condition at least three times a year. He also supervises all banks and trust companies, building and loan associations, and credit unions doing business in the District of Columbia.

Appointment of Receivers and Forfeiture of Charter.—He is empowered to appoint a receiver for any national bank which he finds insolvent, and may bring suit for forfeiture of charter against any national bank for deliberate violations of the National Bank Act.

Appointment of Conservators.—He appoints conservators for the administration of the affairs of banks, the assets of which he deems must be conserved for their creditors pending reorganization or ultimate receivership, and is charged with the approval of reorganization plans for such banks.

Examination of National Banks.—The Comptroller's Office maintains a staff of examiners who make regular examination of all national banks, reporting on the conditions of solvency and state of compliance with the provisions of law with respect to such banks.

Issue of Bond-Secured National-Bank Notes.—The Comptroller is charged with the issue and regulation of national-bank notes which are secured by United States bonds and the issue and redemption of currency issued by the Federal Reserve banks.

Federal Reserve Bank Charters.—The Comptroller is an ex-officio member of the Federal Reserve Board and executes and issues charters to the Federal Reserve banks. He is also an ex-officio member of the Federal Deposit Insurance Corporation.

Bureau of Engraving and Printing

Types of Work Produced.—The Bureau of Engraving and Printing, under the Director, designs, engraves, and prints for the Government the United States and national-bank currency, Federal Reserve notes and bank notes, Federal farm-loan and joint-stock land bank bonds, United States securities, Government checks, checks and other securities for the Emergency Relief Administration, postage, revenue, and customs stamps, and many other types of engraved work.

Printing for Insular Possessions.—It also performs a similar function for the insular possessions of the United States as authorized by the Bureau of Insular Affairs in the War Department and by the Division of Territories and Island Possessions of the Department of the Interior.

Bureau of the Mint

Supervision of Mints and Assay Offices.—The Bureau of the Mint under the Director, has general supervision of the United States

mints and assay offices, directs the coinage of money, and, subject to approval by the Secretary, prescribes the rules for the transaction of business at the mints and assay offices, receiving daily reports of their operations. The Bureau reviews the accounts, authorizes the expenditures, and superintends the annual settlements for these institutions, making special examination of them when necessary.

Mint Reports and Publications.—The Bureau of the Mint publishes a quarterly statement of the values of foreign moneys for customhouse use and other public purposes, and reports annually to the Secretary on mint operations for the fiscal year, furnishing statistics on the production of precious metals for the year, both in the United States and in the World.

Bureau of Public Health Service

Prevention of Communicable Diseases.—The Bureau of Public Health Service under the Surgeon General is the governmental guardian of the public health, working to prevent the spread of human contagious and infectious diseases.

Research and Dissemination of Public Health Information.—It engages in scientific research at the National Institute of Health and in field investigations of health matters, publishing and disseminating to the public, through publications, lectures, and correspondence, the information so obtained. * Under the Social Security Act a sum of \$2,000,000 is set aside annually for expenditure by the Public Health Service "for investigation of disease and problems of sanitation." This is in addition to the research and dissemination work carried on as a regular part of the Service's activities.*

Administration of Laws.—It is charged with enforcement of the act of July 1, 1902 (32 Stat. 712), regulating the manufacture and sale of viruses, toxins, serums, and analagous products, and administers the foreign and domestic quarantine laws, supervising the medical examination of immigrants and enforcing interstate quarantine regulations.

Cooperation with other Health Agencies.—The Service cooperates with other Government departments in matters pertaining to public health and sanitation, with various local health agencies in spreading health educational services and assists State health departments in improving local health conditions. *Activities under this heading include administration of title VI of the Social Security Act, with specific reference to aid to States in development and maintenance of State, district, county and municipal health services.*

Hospitalization and Institutions.—It administers hospitalization and out-patient treatment at 26 marine hospitals and 131 other relief stations to legal beneficiaries of the Government, and operates the National Leper Home. It administers and directs the operation of two narcotic farms, studying the nature and treatment of drug addiction and the rehabilitation of addicts.

Treatment of Mental Diseases in Penal Institutions.—It also studies and supplies information on the cause, treatment, and prevention of mental diseases, furnishing and supervising medical and psychiatric services to the Federal penal and correctional institutions controlled by the Department of Justice, as provided by act of May 13, 1930.

Bureau of Customs

General Duties.—The Bureau of Customs, under the Commissioner, is charged with the administration of the powers and duties vested with the Secretary of the Treasury pertaining to the importation and entry of merchandise into, and the exportation of merchandise from the United States.

Collection of Duties and Prevention of Smuggling.—Its principal function is the collection of import duties, and, incident to this, the prevention of smuggling, including the smuggling of contraband, such as narcotics.

Investigations by Bureau of Customs.—In connection with its activities it maintains an investigative service which investigates compliance with the customs and tariff laws, and smuggling activities.

Law Enforcement.—The Bureau cooperates with other Government agencies in enforcing the preventative, sanitary, and other laws relating principally to articles brought into the United States, and in some cases to outgoing articles.

Bureau of Narcotics

Administration of Narcotic Laws.—The Bureau of Narcotics, under the Commissioner, supervises the administration of the Harrison Narcotic Law and related statutes, including the administration of permissive features of the Narcotic Drugs Import and Export Act. It cooperates with the Bureau of Customs in enforcing prohibitive features of the latter act.

Enforcement and Issuance of Narcotic Permits.—It is charged with the investigation, detection, and prevention of violations of the Federal narcotic laws, and the issuance of narcotic *import and export* permits. *Permits are not issued to individuals.*

Determination of Narcotic Import Quotas.—In cooperation with the Public Health Service, it determines the import quota of crude opium and coca leaves for medicinal and legitimate purposes.

Cooperation with States and Foreign Countries.—It cooperates with the Department of State in discharging international obligations of the United States concerning traffic in narcotic drugs, has direct contact with 23 foreign police agencies, and cooperates with the several States in suppressing narcotic abuses within their respective jurisdictions.

Coast Guard

Operates Under Navy in War.—The Coast Guard, under the Commandant, constitutes a part of the military forces of the United States at all times, operating under the Treasury Department in time of peace and as a part of the Navy in time of war, or when so directed by the President.

Prevention of Smuggling and Enforcement of Customs.—Its duties include prevention of smuggling and the enforcement of customs, navigation, and other laws governing the operation of marine craft.

Saving Life and Property.—It saves life and property on the seas and navigable waters along the coasts and on the Great Lakes, renders assistance to vessels in distress, and engages in flood relief work on the western rivers of the United States.

Protection of Fisheries.—It enforces the conventions, laws, and regulations designed to protect the Alaskan fisheries and those of the high seas.

Enforcement of Law and Administration of Oaths in Alaska.—Officers of the Coast Guard, appointed U. S. Commissioners and deputy U. S. Marshals, are active in law enforcement generally in Alaska. The Coast Guard is charged with the administration of oaths generally in Alaska.

Enforcement of Miscellaneous Laws.—It enforces numerous other marine laws, such as those relating to oil pollution, immigration, quarantine, and neutrality.

Aid to Other Departments in Law Enforcement.—It also enforces miscellaneous other statutes for various Government Departments, assisting those agencies in the performance of assigned duties.

Removal of Navigation Hazards.—It destroys and removes derelicts, wrecks, and other dangers to navigation, and keeps navigable channels free from ice. It performs the international service of ice observation and ice patrol in the North Atlantic.

Medical Aid to American Fishing Vessels.—It extends medical and surgical aid to the crews of United States vessels engaged in deep-sea fishing.

Captains of Port.—The Coast Guard enforces rules and regulations governing the anchorage and movements of vessels, and the handling of explosives by other than common carriers, at ports and localities where such rules and regulations are in force.

Patrol of Marine Parades and Regattas.—It enforces rules and regulations promulgated to provide for safety of life during regattas or marine parades.

Care of Shipwrecked and Destitute Persons.—It cares for and transports shipwrecked and destitute persons in Alaska and elsewhere.

Protection of Alaskan Game and of Bird Reservations.—It protects game and the seal and otter fisheries of Alaska and the bird reservations established by Executive order.

Transportation of Government Agents and Mail.—It furnishes transportation to Government agents in the performance of their duties, and, on occasion, transports United States mail over certain water routes.

Suppression of Mutinies, Examination of Lifeboatmen, and Compilation of Statistics.—The Coast Guard acts to suppress mutinies on merchant vessels, examines merchant seamen for certificates as lifeboatmen, and collects statistics regarding loss of life and property on vessels.

Division of Secret Service

Protection of the President.—This division, under the Chief of Secret Service, is charged with the protection of the President of the United States, his family, and the President-elect at all times and under all conditions.

Suppression of Counterfeiting.—A major function of the Secret Service is the detection, arrest, and delivery to the Marshal having jurisdiction of persons engaged in the counterfeiting, forging, or altering of any of the obligations or other securities, as well as the coins, of the United States or of foreign governments.

Investigation Services.—A staff of trained investigators is maintained for the above purposes and to investigate violations of the Farm Loan Act, the War Finance Corporation Act, Section 704 of the World War Adjusted Compensation Act, and the Act of December 11, 1926, which relates to the counterfeiting of Government transportation requests. In addition, cases relating to stolen or forged Government checks, thefts of Government property, and violations of the laws relating to the Treasury Department are investigated by the Secret Service, as the Secretary of the Treasury may direct.

Procurement Division

Creation of the Division.—The Procurement Division, under the Director, was created in the Treasury Department by Executive Order No. 6166, dated June 10, 1933, pursuant to the authority vested in the President by Act of March 3, 1933 (47 Stat. 1517).

General Functions.—The function of determining policies and methods of procurement, warehousing, and distribution of property, structures, improvements, machinery, equipment, stores, and supplies, previously exercised by any agency of the Government, was transferred to the new Division. The office of the Supervising Architect of the Treasury was likewise transferred except that buildings of the Treasury and Post Office Departments continue to be administered by their respective Departments. The General Supply Committee of the Treasury and the Federal Employment Stabilization Board were abolished, the records of the latter being transferred to the Public Works Administration.

Execution of Federal Procurement Functions.—The Division is empowered by the order to undertake the performance of such procurement, warehousing, or distribution, may permit the agency involved to execute those functions, may entrust such performance to other agencies, or avail itself of any part of these resources as

may seem desirable in the interest of economy and efficiency. In such matters the Division has full jurisdiction and may prescribe regulations to be followed by all agencies.

Custodian of Government Property.—It is custodian for all property, structure, supplies, etc., not essential to the work of any Government agency. It may entrust such custody to other agencies and is authorized to furnish the same to agencies as the need arises.

Letting of Building Contracts.—An important function of the Division is the letting of contracts for the construction, repair, and maintenance of Government buildings.

General Government Purchasing Agent.—Except for regular purchases of supplies and equipment by the War and Navy Departments and certain exceptions for special service for various Executive Departments, the Division otherwise serves as the Government's general purchasing and supply agency, especially with regard to methods, policies and consolidation of contracts.

Division of Research and Statistics

Compilation and Dissemination of Statistics.—The Director of Research and Statistics exercises direct authority over and responsibility for the production, analysis, and publication of statistics and the conduct of economic research in all branches of the Department, including the Bureau of Internal Revenue, the Bureau of the Mint, the Customs Bureau, and the Office of the Comptroller of the Currency.

The Director is the chief of the Division of Research and Statistics, which includes the office of Government Actuary. The Division performs a combined economic research, actuarial, and statistical service function for the Treasury. The Division prepares in part, and edits the whole of, the Annual Report of the Secretary of the Treasury.

Division of Appointments

Formulation of the Division.—The office of Chief of Division of Appointments was created by administrative order pursuant to Section 2 of the act of March 3, 1875 (18 Stat. 396), authorizing seven chiefs of divisions in the office of the Secretary.

Personnel, Payrolls, and Retirement.—The Division functions with respect to personnel matters in the departmental and field services of the Treasury Department and has charge of the preparation of nominations and commissions of officers appointed by the President, and of all bonds of Treasury officials.

It prepares and approves the pay rolls of the Treasury Department in Washington and prepares reports required by law, or requested by Congress, relative to personnel. It has supervision over the work connected with the retirement and retention of employees under the retirement law and certifies to the Civil Service Commission all amounts refunded under this law to employees leaving the service.

Office of Chief Clerk and Superintendent

Creation of Office of Chief Clerk.—The office of chief clerk was created by act of Congress approved April 20, 1818 (3 Stat. 445). By act of March 3, 1871 (16 Stat. 481) the title of the office was changed to Chief Clerk and Superintendent. The act of March 4, 1911 (36 Stat. 1187) designates him as the chief executive officer of the Department and, under the direction of the Secretary, Under Secretary, and Assistant Secretaries, he is charged with the enforcement of departmental regulations of a general nature.

Superintendence of Treasury Buildings.—He is superintendent of the Treasury Buildings in the District of Columbia (except the Bureau of Engraving and Printing) and has custody of sites for proposed public buildings in Washington.

Personnel Efficiency and Custody of Records.—He has custody of the records and files of the Secretary's office and of the Treasury seal. He handles requests for certified copies of official papers. He is chairman of the personnel committee of the Treasury and Classification Officer for the Department. He has general supervision of annual efficiency ratings of the Treasury personnel.

* Federal Alcohol Administration

Administration of Liquor Laws.—The Administrator of the Federal Alcohol Administration, established as a division of the Department of the Treasury pursuant to Public No. 401, Seventy-Fourth Congress, is charged with the administration of certain of the Federal Government's liquor laws.

The Federal Alcohol Administration replaced the Federal Alcohol Control Administration established under title I of the National Industrial Recovery Act, which was abolished when the new administrator took office, on September 24, 1935.

Basic Permits Required.—Under the law as passed by the Seventy-Fourth Congress, it is unlawful, except pursuant to a basic permit, to engage in the business of importing distilled spirits, wine or malt beverages, or for any person so engaged to sell or ship in interstate or foreign commerce liquor so imported. It also is unlawful to engage in distilling liquor, producing wine, rectifying or blending distilled spirits or wine, or bottling, or warehousing and bottling, distilled spirits, or for any person so engaged to sell or ship them in interstate or foreign commerce, except under a basic permit. These provisions were to become effective 60 days after the administrator took office.

Restrictions on Purchasing for Resale of Liquors.—The Federal Alcohol Administration enforces the clause of the act which makes it unlawful, effective March 1, 1936, to engage in purchasing for resale at wholesale distilled spirits, wine or malt beverages, except under a basic permit.

Conditions on Which Basic Permits are Given.—The act stipulates that basic permits shall be conditioned upon compliance with requirements relating to unfair competition and unlawful practices, requirements of the twenty-first amendment and laws relating to its enforcement, and of all other Federal laws relating to distilled spirits, wine, and malt beverages, including taxes.

"Exclusive Outlets" Prohibited.—The act makes it unlawful for any distiller, brewer, rectifier, blender, or other producer to engage in various kinds of unlawful practices specifically set forth. These include practices relating to "exclusive outlets", commercial bribery, consignment sales, labeling, advertising, and other matters.

Selling Limitations.—The Federal Alcohol Administration enforces that clause of the act which makes it unlawful for any person to sell or "otherwise dispose of distilled spirits in bulk except, under regulations of the Administrator, for export or to the following, or to import distilled spirits in bulk except, under such regulations, for sale to or for use by the following: A distiller, rectifier of distilled spirits, person operating a bonded warehouse qualified under the internal-revenue laws or a class 8 bonded warehouse qualified under the customs laws, a winemaker for the fortification of wines, a proprietor of an industrial alcohol plant, or an agency of the United States or political subdivision thereof." The term "in bulk" is defined in the act to mean containers having a capacity of more than one wine gallon.*

Approved.

HENRY MORGENTHAU, JR.,
Secretary of the Treasury.

HERMAN OLIPHANT,
General Counsel.

(11-11-35)

BUREAU OF THE BUDGET

OFFICERS

DANIEL W. BELL, *Acting Director of the Budget*; JOHN N. EDY, *Assistant Director*; CHARLES H. FULLAWAY, *Administrative Assistant*; F. J. BAILEY, CHARLES L. DASHER, LIEUT. COL. THOMAS E. JANSEN, U. S. A., MELVIN JONES, JOHN L. KEDDY, R. O. KLOEBER, J. H. MACKEY, AND HENRY N. WISEMAN, *Assistants to the Director*; *(Vacancy) *Chief, Research and Investigation Division*; PAUL N. PECK, *Assistant Chief*; FRANK A. FROST, *Chief, Financial Records Division*; MARIE A. JOHNSTON, *Secretary to the Director*.*

Information, Room 236½ Treasury Department, Fifteenth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, NATIONAL 6400, Branch 2100

Creation and Authority.—The act of Congress approved June 10, 1921, providing for a national budget system (42 Stat. 20), places upon the President the duty of transmitting to the Congress the annual budget, together with his estimates of receipts, expenditures, and other budgetary data. To aid the President in this duty, the same act creates the Bureau of the Budget. It is in the Treasury Department, but under the immediate direction of the President. Under rules prescribed by the President, the Bureau prepares for him the annual budget and such supplemental and deficiency estimates as the President may from time to time recommend to the Congress. To this end the Bureau has authority under the act "to assemble, correlate, revise, reduce, or increase the estimates of the several departments and establishments."

By section 16 of Executive Order No. 6166, dated June 10, 1933, there is transferred to the Director of the Bureau of the Budget the function of making, waiving, and modifying apportionments of appropriations, formerly vested in the heads of the departments and establishments under the Act of February 27, 1906 (U. S. C., title 31, sec. 665).

Organization.—The Bureau is under the general supervision of the Director, who has, as his chief aides, an assistant director, administrative assistant, and a number of other assistants and investigators.

The head of each department and establishment is required by law to appoint a budget officer, whose duty it is to prepare, under his direction, the departmental estimates of appropriations and such

supplemental or deficiency estimates as may be required. The budget officers are liaison officers between the department and the Bureau of the Budget.

ACTIVITIES

Preparation of Federal Budget.—The Bureau prepares the annual budget, according to rules prescribed by the President, and also such supplemental or deficiency estimates as the President may desire to submit to the Congress.

Submission of Departmental Estimates.—The heads of all establishments are required to submit their revised budget estimates on or before September 15 of each year.

Access to Departmental Records.—In connection with its work, officials of the Bureau are authorized to have access, for the purpose of examination, to the books, papers, and records of any department or establishment.

Promotion of Economy and Efficiency.—At the direction of the President, the Bureau makes detailed studies of the departments and establishments for the purpose of enabling the President to determine what changes should be made in the interest of economy and efficiency.

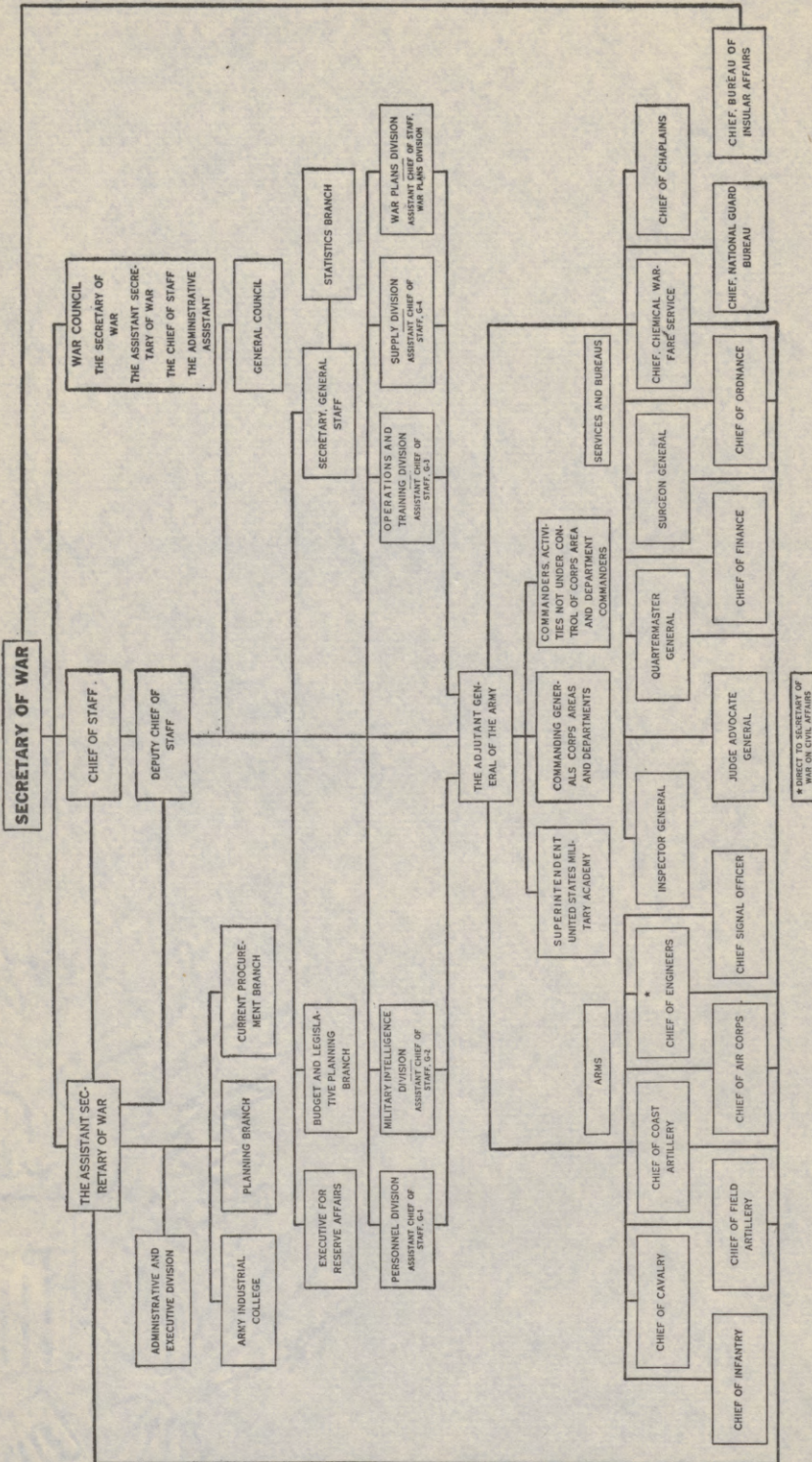
Use of Appropriations for Printing Magazines.—By Public Resolution No. 57, approved May 11, 1922 (42 Stat. 541), authority is conferred upon the Director of the Bureau of the Budget to approve the use of printing and binding appropriations for the printing of journals, magazines, periodicals, and similar publications.

Approved.

DANIEL W. BELL,
Acting Director of the Budget.

SAVING THE WORLD'S TREASURES

DEPARTMENT OF WAR



DEPARTMENT OF WAR

OFFICIALS

GEORGE H. DERN, *Secretary of War*; HARRY H. WOODRING, *Assistant Secretary of War*; JOHN W. MARTYN, *Administrative Assistant and Chief Clerk*; OLIVER J. GRIMES, *Executive Assistant to the Secretary of War*; JOHN W. SCHOTT, *Clerk to the Secretary*; MARTHA E. MCPHERSON, *Private Secretary*; KATE BUCKINGHAM, *Private Secretary to Assistant Secretary of War*; FRANK M. HOADLEY, *Assistant Chief Clerk*; EDWIN M. LAWTON, *Chief, Accounts Division*; WILLIAM D. SEARLE, *Chief, Division of Civilian Personnel*; MARY S. NIXON, *Chief, Division of Coordination and Record*; JAMES G. MCFADDEN, *Chief, Postal Station*; HENRY C. LEHMANN, *Chief, Division of Printing and Advertising*; FRANK B. BOURN, *Chief, Supply Division*.

* GEN. MALIN CRAIG, *Chief of Staff*; MAJ. GEN. GEORGE S. SIMONDS, *Deputy Chief of Staff*; * COL. CHARLES A. HUNT, *Acting * Assistant Chief of Staff, G-1 (Personnel)*; BRIG. GEN. HARRY E. KNIGHT, *Assistant Chief of Staff, G-2 (Military Intelligence)*; BRIG. GEN. JOHN H. HUGHES, *Assistant Chief of Staff, G-3 (Operations and Training)*; BRIG. GEN. CHARLES S. LINCOLN, *Assistant Chief of Staff, G-4 (Supply)*; BRIG. GEN. STANLEY D. EMBICK, *Assistant Chief of Staff, W. P. D. (War Plans Division)*; COL. CHARLES F. SEVERSON, *Secretary of the General Staff*; BRIG. GEN. E. T. CONLEY, *Acting, The Adjutant General*; MAJ. GEN. JOHN F. PRESTON, *The Inspector General*; MAJ. GEN. ARTHUR W. BROWN, *The Judge Advocate General*; MAJ. GEN. LOUIS H. BASH, *The Quartermaster General*; MAJ. GEN. CHARLES R. REYNOLDS, *The Surgeon General*; MAJ. GEN. FREDERICK W. COLEMAN, *Chief of Finance*; MAJ. GEN. EDWARD M. MARKHAM, *Chief of Engineers*; MAJ. GEN. WILLIAM H. TSCHAPPAT, *Chief of Ordnance*; MAJ. GEN. JAMES B. ALLISON, *Chief Signal Officer*; MAJ. GEN. CLAUDE E. BRIGHAM, *Chief of the Chemical Warfare Service*; BRIG. GEN. CREED F. COX, *Chief, Bureau of Insular Affairs*; MAJ. GEN. GEORGE E. LEACH, *Chief, National Guard Bureau*; CHAPLAIN ALVA J. BRASTED, *Chief of Chaplains*; MAJ. GEN. LEON B. KROMER, *Chief of Cavalry*; MAJ. GEN. UPTON BIRNIE, JR., *Chief of Field Artillery*; MAJ. GEN. HARRY L. STEELE, *Chief of Coast Artillery*; MAJ. GEN. EDWARD CROFT, *Chief of Infantry*; * BRIG. GEN. OSCAR WESTOVER, *Acting * Chief of the Air Corps*; * COL. WALTER S. GRANT, *Commandant Army War College*; COL. HARRY B. JORDAN, *Director, Army Industrial College*.

Information, Department of State Building, Seventeenth Street, South of Pennsylvania Avenue NW., Washington, D. C. Office of Administrative Assistant, room 228, telephone, NATIONAL 2520, Branch 1000. Information Section, Office of The Adjutant General

Telephone, NATIONAL 2520, Branch 2043

Creation and Authority.—The Department of War was created by an act of Congress approved August 7, 1789 (1 Stat. 49), succeeding a similar department which was established prior to the adoption of the Constitution. It was the second executive department to be provided for by the statutes of the First Congress under the Constitution. Subsequent acts and Executive orders have greatly altered the scope and functions of the Department since its inception, as it originally encompassed many activities since delegated to the Navy and Interior Departments.

Purpose.—The War Department is charged with the responsibility of organizing, training, and maintaining the Army and certain non-military activities at all times in accordance with conditions defined by Congress. The Army of the United States consists of the Regular Army, the National Guard of the United States, the National Guard while in the service of the United States, the Officers' Reserve Corps, the Organized Reserves, and the Enlisted Reserve Corps. These components constitute, in time of peace, a framework on which a great national force of well-trained and properly equipped men can be quickly built.

While the primary purpose of the War Department is to provide for national defense, the Army must provide an adequate, organized, balanced, and effective mobile force to be ready and available for emergencies within the continental limits of the United States or elsewhere. In addition, the Department is charged with control of a number of nonmilitary functions such as river and harbor development, river flood control, approval of bridge and pier plans, maintenance and operation of the Panama Canal, and the administration of civil affairs in certain foreign possessions.

Organization.—The Secretary of War is head of the Department and performs such duties as are required of him by law or may be enjoined upon him by the President. He is specifically charged with the supervision of all estimates of appropriations for the expenses of the Department, including the Military Establishment; of all purchases of Army supplies; of all expenditures for the support, transportation, and maintenance of the Army; and of such expenditures of a civil nature as may be placed by Congress under his direction.

He is responsible for the proper execution of the provisions of the National Defense Act of 1920; for the protection of seacoast harbors and cities; for the development of improved weapons and material; for proper instruction of all military personnel; for the discipline and morale of the Military Establishment; for the defense of, and the administration of government in, those insular possessions that come under his jurisdiction. He directs the activities of the Corps of Engineers in the improvement of waterways and is charged with the formation and execution of plans for flood control, power, and irrigation development, and the survey and charting of the Great Lakes.

He is responsible for surveys of international boundary waters, the interoceanic survey, and the construction of national monuments and memorials. He is charged with the establishment of harbor lines, approval of plans for the construction of bridges, issue of permits for wharves, piers, and other works upon navigable waters, and with certain investigations in cooperation with the Federal Power Commission. He is responsible for the defense, maintenance, care, and operation of the Panama Canal. He is president of the National Forest Reservation Commission.

He supervises the activities of the Inland Waterways Corporation. He supervises the maintenance and conduct of the United States Military Academy at West Point, and is responsible for all matters relating to leases, revocation of leases, and all other privileges upon land under the control of the War Department.

The Secretary of War is aided in the performance of the Department's functions by The Assistant Secretary of War, the Administrative Assistant and Chief Clerk, the Executive Assistant, and numerous other assistants and division chiefs.

The Assistant Secretary of War is charged with the supervision of the procurement of all military supplies and other business of the Department pertaining thereto and the assurance of adequate provision for the mobilization of material and industrial organizations essential to war-time needs. He is also charged with supervising and acting upon matters pertaining to the purchase, lease, and sale of real estate; the sale of surplus supplies, equipment, plants, land, or other facilities; claims by or against the Department; clemency cases in litigation or remission of sentences by courts martial; matters relating to national cemeteries; activities relating to the National Board for the Promotion of Rifle Practice and Civilian Marksmanship; permits for construction of bridges and laying of submarine cables; and the use of patent rights by the War Department.

The Administrative Assistant assists the Secretary in directing the administration of the Department, Panama Canal, and Inland Waterways Corporation. He is chief executive officer of the Department. He has charge of the records and files, and supervision of the receipt, distribution, and transmission of the official mail and correspondence of the Secretary's office. He acts upon appointments and all changes affecting status of civilian employees in the Department and its field services and also has charge of printing and binding and newspaper advertising of the Department; expenditures from the Department's appropriations for contingent expenses, stationery, and postage; and allotment of office space assigned for the use of the Department in Washington.

The War Department General Staff, organized under the provisions of the act of June 4, 1920 (41 Stat. 759), as amended, is headed by the Chief of Staff. He is immediate adviser to the Secretary on all matters pertaining to the Military Establishment and is charged with the planning, development, and execution of the Army program.

The Deputy Chief of Staff assists the Chief of Staff and acts for him in his absence. He reports directly to the Secretary of War in all matters not involving the establishment of important policies. He is charged with supervision over the activities of all the divisions of the War Department General Staff. Each of the officers, divisions, and bureaus of the Department is headed by a chief who reports to the Secretary and his immediate assistants.

Bureaus, offices, and divisions of the Department are as follows:

| | |
|--------------------------------------|---|
| War Department General Staff | Office of the Chief of Cavalry |
| Office of The Adjutant General | Office of the Chief of Field Artillery |
| Officer of the Inspector General | Office of the Chief of Coast Artillery |
| Office of the Judge Advocate General | Office of the Chief of Infantry |
| Office of the Chief of Chaplains | Office of the Quartermaster General |
| Office of the Chief of Finance | Office of the Surgeon General |
| Office of the Chief of Engineers | Office of the Chief of Ordnance |
| Office of the Chief Signal Officer | National Guard Bureau |
| Bureau of Insular Affairs | Office of the Chief of the Air Corps |
| The Army War College | Office of the Chief of the Chemical Warfare Service |
| The Army Industrial College | |

ACTIVITIES

Maintenance and Training of the Army.—The War Department is charged with recruiting, mobilizing, organizing, supplying, equipping, and training the Army for use in the national defense, and with the preparation of plans for its demobilization.

Preparation for Emergencies.—The responsibility of making plans and preparing for a great national Army for use in time of a national emergency is vested in the War Department. In connection with this responsibility, it must so organize the Regular Army that the national resources, both men and material, may be utilized speedily, economically, and effectively.

U. S. Military Academy at West Point.—The Department supervises the maintenance and conduct of the United States Military Academy at West Point, where young men are given preparatory training to become officers in the Regular Army. Cadetships are allocated throughout the States and Territories, the Regular Army, and the National Guard. Students satisfactorily completing the 4-year course are graduated with the rank of second lieutenant.

Army War College in Washington.—The Department operates the Army War College in Washington, D.C., one of the Army general service schools and the highest unit in the military educational system. Selected officers here are trained for duty in the War Department General Staff and for high command in accordance with doctrines and methods approved by the Department.

Army Industrial College in Washington.—One of the three general service schools of the Army, the Army Industrial College in Washington, D.C., is operated under the supervision of the Assistant Secretary of War. Its mission is the training of officers for the procurement of munitions in the event of war and in the preparation of plans for the mobilization of material and industrial organizations essential in war-time needs.

Other Military Training.—A number of other schools for military instruction and training are maintained at various Army posts throughout the country, and Regular Army officers are detailed to serve as instructors in the Reserve Officers' Training Corps located

in numerous civilian colleges, the National Guard units, and the summer encampments of the citizens' military training camps.

Nonmilitary Instruction.—In order to provide the technical instruction necessary for nearly half the Army's enlisted men in the performance of their duties, the Department maintains numerous post schools, unit schools, and special service schools for the development of technical skill.

Peace-time Supervision of National Guard.—The Department exercises, through the National Guard Bureau, certain supervisory powers over the National Guard in time of peace and provides for its training, equipment, and summer camps.

Formulation of Policies for National Guard and Reserves.—The War Department General Staff formulates, with the assistance of an appropriate number of reserve officers (41 Stat. 762), all policies and regulations affecting the organization, distribution, and training of the National Guard and Organized Reserves, and those affecting the appointment, assignment, promotion, and discharge of reserve officers.

Supervision of Army Personnel.—The Personnel Division of the General Staff is charged with the preparation of plans and policies and the supervision of activities concerning the procurement, classification, assignment, promotion, transfer, retirement, and discharge, both in peace and in war, of all personnel of the Army in all its branches.

Military Information.—The Military Intelligence Division is charged with those duties of the General Staff which relate to the collection, evaluation, and dissemination of military information, including the preparation of plans and policies and the supervision of all activities connected with military topographical surveys and maps, photographs, codes and ciphers, translations, press relations, and war-time censorship.

Supervision of Intelligence Agents.—The above Division supervises the activities of the intelligence personnel of all units, of military attachés, observers, and foreign-language students, and maintains liaison with other intelligence agencies of the Government and with duly accredited foreign military attachés and missions.

Military Operations and Training.—The Operations and Training Division of the General Staff is charged with those duties pertaining to the organization, training, and operation of the military forces not expressly assigned to the War Plans Division, including the preparation of plans and policies to govern all such matters.

Supervision of Army Supplies, Equipment, and Facilities.—The Supply Division of the General Staff is charged with those duties relating to the supply of the Army and with the preparation of basic supply plans for all equipment and buildings and other facilities.

Development of War Plans.—The War Plans Division is charged with those duties of the General Staff which relate to the formulation of plans for the use of military forces in the theater of war, separately or in conjunction with the Naval forces, in the national defense.

Supervision of Cavalry Troops.—The Chief of Cavalry is under the supervision of the Chief of Staff in all matters pertaining to his arm, and furnishes the Chief of Staff with information and advice on the questions affecting the Cavalry. He exercises direct supervision and control over the Cavalry School and the Cavalry Board, formulates and develops the tactical doctrine of his arm in accordance with the War Department doctrine, and has general supervision of the planning, training, maintenance, and development of the Cavalry forces.

Supervision of Field Artillery.—The Chief of Field Artillery is under the supervision of the Chief of Staff in all matters pertaining to his arm. He furnishes the Chief of Staff information and advice on all questions affecting the Field Artillery. He exercises direct supervision and control of the special service schools and the special boards of his arm, formulates and develops the tactical doctrine of his arm in accordance with the War Department doctrine, and has general supervision of the planning, training, maintenance, and development of the Field Artillery forces.

Supervision of Coast Artillery.—The Chief of Coast Artillery is charged with the duty of keeping the Chief of Staff advised and informed in respect to all questions affecting the Coast Artillery Corps. He exercises direct supervision and control over the Coast Artillery School, Coast Artillery Board, and the Submarine Mine Depot. He formulates and develops the tactical doctrine of Coast Artillery in accordance with War Department doctrine and has general supervision of the planning, training, maintenance, and development of the Coast Artillery Corps forces. Under the Secretary of War he has immediate charge of the purchase, manufacture, maintenance and test of submarine mine material and of its distribution to the Coast Artillery Corps. He submits to the Chief of Staff recommendations as to the character, number, and methods of mounting armament deemed necessary in any harbor-defense project.

Supervision of Infantry.—The Chief of Infantry is under the supervision of the Chief of Staff in all matters pertaining to his arm and furnishes the Chief of Staff with information and advice on questions affecting the Infantry. He exercises direct supervision and control over the special service schools and boards of the Infantry, formulates and develops the tactical doctrine of the Infantry in accordance with the War Department doctrine, and has general supervision of the planning, training, maintenance, and development of the Infantry forces.

Supervision of Chaplains.—The Chief of Chaplains, under the direction of the Chief of Staff, is charged with general supervision of matters pertaining to the religious and moral welfare of the military personnel, including the selection, training, and proper maintenance of the Army Chaplain organization. He exercises direct supervision over the Chaplain School and the preparation of training manuals for his branch.

Army Recording Functions.—The Adjutant General is charged with numerous recording activities such as compiling and issuing the Army Register and the Army List and Directory, maintaining the military and hospital records, recording and communicating to the proper sources all orders, instructions, and regulations issued by the War Department, and publishing the department manuals and other miscellaneous documents.

Commissions and Decorations.—The Adjutant General prepares and distributes commissions and considers applications for various military decorations, such as the Congressional Medal of Honor, the Distinguished Service Cross, and the Distinguished Service Medal.

Army Inspection Service.—The Inspector General supervises the regular inspection of all Army establishments, including the United States Military Academy and other schools, Army posts and camps, armories and arsenals, hospitals, recruiting stations, the various depots, proving grounds, barracks, Leavenworth Penitentiary, Army transports, and all other facilities under War Department jurisdiction.

Legal Functions.—The Judge Advocate General is the official legal adviser of the Department and of the entire Military Establishment. His office maintains a staff of attorneys, both in the Department in Washington and throughout the Army branches, to advise and pass upon all legal matters in connection with Army administration and personnel.

Purchase, Procurement, and Issue of Supplies.—The Quartermaster General, under the authority of the Secretary of War, is charged with the purchase, procurement, storage, and issue of all standard supplies and those common to two or more branches of the Army. Special and technical articles are excepted, and may be purchased, upon approval of the Secretary, by the branches requiring such articles.

Construction, Maintenance, and Repair of Buildings.—The Quartermaster General directs all work pertaining to the construction, maintenance, and repair of buildings, structures, and utilities (other than fortifications) connected with the Army.

Army Transportation.—The Quartermaster General is responsible for the transportation of the Army, by land or water, including the movement of both troops and supplies by any means. He provides all transportation facilities for the Army, both animal and mechanical.

Army Utilities and Real Estate.—The Quartermaster General operates the Army utilities, except those which pertain exclusively to one branch and which may be operated by that branch, and is charged with the acquisition of all real estate and the issue of licenses in connection with Government reservations.

Departmental Finances.—The Chief of Finance is charged with the disbursement of all War Department funds, over which he has full responsibility and authority, with the examination and recording of money accounts, and auditing of property accounts, and related duties. He is designated as budget officer, and prepares the departmental estimates.

Medical and Sanitation Facilities.—The Surgeon General is the adviser of the War Department upon all medical and sanitary affairs of the Army. He has administrative control of the Medical Department; the designation of the stations of the commissioned personnel and civilian employees of the Medical Department and issuance of orders and instructions relating to their professional duties; the instruction and control of the enlisted force of the Medical Department and of the Army Nurse Corps. The Army Medical Museum, the Army Medical Library, and the general hospitals are under his direct control.

Maintenance of the Air Corps.—The Chief of the Air Corps is charged, under the Secretary of War, with the duty of developing, procuring, maintaining, and issuing all aeronautical equipment, supplies, and accessories used by the Air Corps and not specifically required to be furnished by other supply arms and services. He exercises direct supervision of the service schools and the Air Corps Board and under the direction of the Secretary of War exercises control over such stations, units, individual officers, enlisted men, and civilian employees of or serving with the Air Corps as are not removed from his control by general or specific regulations or orders of the War Department.

Maintenance of the Army Signal Corps.—The Chief Signal Officer supervises the procurement of supplies and equipment, the training of personnel, and the maintenance of facilities for the Signal Corps. This includes transmission of messages, the installation, maintenance, and operation of military cables, telegraph and telephone lines, radio, and other apparatus, the preparation and revision of Army codes and ciphers, assignment of frequencies, call signs, and schedules for fixed stations, and still and motion photography not assigned to other branches.

Purchase and Supervision of Arms and Munitions.—The Chief of Ordnance is charged with the duties of designing, procuring, storing, supplying, and maintaining the Army stores of artillery, artillery ammunition, small arms, bombs, and all munitions of war which may be required by all branches of the Army. This work includes the investigation, testing, and inspection of such supplies.

Direction of Chemical Warfare.—The Chief of the Chemical Warfare Service is charged with the investigation, development, manufacture or procurement, and supply to the Army of all smoke and incendiary materials, toxic gases, and gas-defense appliances, research, design, and experimentation in such material, the training of the Army in offensive and defensive chemical warfare, and the organization, equipment, training, and operation of special gas troops.

Military Surveys.—The Corps of Engineers performs the duties of reconnoitering and surveying for military purposes, including the laying out of camps, the preparation, production, and distribution of military maps (in which it cooperates with other mapping agencies), the selection and acquisition of sites, and the preparation of plans and estimates for military defenses.

Construction of Fortifications and Other Military Works.—The Corps of Engineers constructs and repairs fortifications and their accessories, including submarine mine systems, installs and maintains searchlights and other electric power and light systems, and military bridges. Within a theater of military operations, it supervises all general construction and road work, and the construction, operation, and maintenance of all railways, utilities, ferries, canal boats, or other means of inland water transportation.

Improvement of Rivers and Harbors.—The Chief of Engineers, under the Secretary of War, is responsible for the execution of work ordered by Congress for the improvement of rivers, harbors, and other navigable waters, including surveys, enforcement of laws designed to protect and preserve such waters, to establish anchorage grounds and harbor lines, and to regulate the use, administration, and navigation of such waters and the operation of drawbridges.

Removal of Navigation Obstructions.—The Engineers remove from navigable waters, wrecks and other obstructions to navigation.

Bridges, Dams, Power Projects, and Other Civil Works.—The Chief of Engineers is charged with the approval of plans for dams and bridges and the issuance of permits for structures, dredging, dumping, or other work in navigable waters. In cooperation with the Federal Power Commission, he investigates and supervises power projects affecting navigable waters. He supervises operations affecting the scenic grandeur of Niagara Falls, and performs other related functions.

Board of Engineers for Rivers and Harbors.—Plans for the improvement of river and harbor facilities are investigated and considered by the Board of Engineers for Rivers and Harbors. The Board considers the engineering, commercial, navigation, and economic questions involved in determining the advisability of undertaking proposed improvement projects. It conducts investigations toward promoting water transportation, and compiles and disseminates data and information concerning ports and water transportation.

Supervision of Philippine Islands.—The War Department has administrative jurisdiction over the civil affairs of the Philippine Islands, including the direction of policies affecting the islands, and the supervision of financial, tariff, navigation, commercial, industrial, and other matters relating to them.

Dominican Customs Receivership.—The Department has immediate supervision and control of the Dominican Republic receivership for the collection of customs revenues and payment of principal and interest on the adjusted bonded indebtedness of the Republic, acting in some respects as agent of the receivership in the United States.

Protection of Coasts and Insular Possessions.—The Department is charged with providing adequate defense for the seacoast and insular possessions of the United States by establishing and maintaining protective fortifications at strategic points. In this connection it provides safe anchorage for the United States Fleet, and protection for naval stations, harbor utilities, and important cities of the United States from bombardment.

The Panama Canal.—The Secretary of War is responsible for the defense, maintenance, care, and operation of the Panama Canal. This organization includes public health, quarantine, and immigration services; customs, post offices, police and fire protection; and construction and maintenance of streets, roads, water supply, and sewers.

Inland Waterways Corporation.—The Secretary of War supervises the activities of the Inland Waterways Corporation, which was created for the purpose of carrying on the operations of the Government-owned inland canal and coastwise waterways system to the point where the system can be transferred to private operation to the best advantage of the Government.

National Forest Reservation Commission.—The Secretary is president of the National Forest Reservation Commission, which is authorized to purchase such forested cut-over or denuded lands within the watersheds of navigable streams as in its judgment may be necessary to the regulation of stream flow and the production of timber.

Approved.

GEO. H. DERN,
Secretary of War.





DEPARTMENT OF JUSTICE

ATTORNEY GENERAL

OFFICE OF THE ATTORNEY GENERAL
WASHINGTON, D. C. 20530

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| 1. ADMINISTRATIVE This section contains the administrative functions of the Department of Justice, including the Office of the Attorney General, the Office of the Inspector General, and the Office of the General Counsel. | 2. CRIMINAL DIVISION This division is responsible for the prosecution of federal criminal offenses, including the investigation and prosecution of crimes against the United States, the investigation and prosecution of crimes against individuals, and the investigation and prosecution of crimes against property. | 3. CIVIL DIVISION This division is responsible for the prosecution of federal civil offenses, including the investigation and prosecution of crimes against the United States, the investigation and prosecution of crimes against individuals, and the investigation and prosecution of crimes against property. | 4. INVESTIGATIVE DIVISION This division is responsible for the investigation of federal criminal offenses, including the investigation of crimes against the United States, the investigation of crimes against individuals, and the investigation of crimes against property. | 5. RECORDS MANAGEMENT DIVISION This division is responsible for the management of the Department of Justice's records, including the maintenance of the Department's records, the preservation of the Department's records, and the disposal of the Department's records. | 6. LEGAL COUNSEL DIVISION This division is responsible for providing legal advice to the Department of Justice, including the provision of legal advice to the Attorney General, the provision of legal advice to the Inspector General, and the provision of legal advice to the General Counsel. | 7. OFFICE OF THE ATTORNEY GENERAL This office is responsible for the overall management of the Department of Justice, including the management of the Department's budget, the management of the Department's personnel, and the management of the Department's operations. | 8. OFFICE OF THE INSPECTOR GENERAL This office is responsible for the oversight of the Department of Justice's operations, including the oversight of the Department's budget, the oversight of the Department's personnel, and the oversight of the Department's operations. | 9. OFFICE OF THE GENERAL COUNSEL This office is responsible for providing legal advice to the Department of Justice, including the provision of legal advice to the Attorney General, the provision of legal advice to the Inspector General, and the provision of legal advice to the General Counsel. |
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| 10. OFFICE OF THE ATTORNEY GENERAL This office is responsible for the overall management of the Department of Justice, including the management of the Department's budget, the management of the Department's personnel, and the management of the Department's operations. | 11. OFFICE OF THE INSPECTOR GENERAL This office is responsible for the oversight of the Department of Justice's operations, including the oversight of the Department's budget, the oversight of the Department's personnel, and the oversight of the Department's operations. | 12. OFFICE OF THE GENERAL COUNSEL This office is responsible for providing legal advice to the Department of Justice, including the provision of legal advice to the Attorney General, the provision of legal advice to the Inspector General, and the provision of legal advice to the General Counsel. | 13. OFFICE OF THE ATTORNEY GENERAL This office is responsible for the overall management of the Department of Justice, including the management of the Department's budget, the management of the Department's personnel, and the management of the Department's operations. | 14. OFFICE OF THE INSPECTOR GENERAL This office is responsible for the oversight of the Department of Justice's operations, including the oversight of the Department's budget, the oversight of the Department's personnel, and the oversight of the Department's operations. | 15. OFFICE OF THE GENERAL COUNSEL This office is responsible for providing legal advice to the Department of Justice, including the provision of legal advice to the Attorney General, the provision of legal advice to the Inspector General, and the provision of legal advice to the General Counsel. | 16. OFFICE OF THE ATTORNEY GENERAL This office is responsible for the overall management of the Department of Justice, including the management of the Department's budget, the management of the Department's personnel, and the management of the Department's operations. | 17. OFFICE OF THE INSPECTOR GENERAL This office is responsible for the oversight of the Department of Justice's operations, including the oversight of the Department's budget, the oversight of the Department's personnel, and the oversight of the Department's operations. | 18. OFFICE OF THE GENERAL COUNSEL This office is responsible for providing legal advice to the Department of Justice, including the provision of legal advice to the Attorney General, the provision of legal advice to the Inspector General, and the provision of legal advice to the General Counsel. |
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OFFICE OF THE ATTORNEY GENERAL
WASHINGTON, D. C. 20530

OFFICE OF THE INSPECTOR GENERAL
WASHINGTON, D. C. 20530

OFFICE OF THE GENERAL COUNSEL
WASHINGTON, D. C. 20530

DEPARTMENT OF JUSTICE

ATTORNEY GENERAL

DIRECTION AND CONTROL OF THE DEPARTMENT OF JUSTICE; OPINIONS TO THE PRESIDENT AND HEADS OF DEPARTMENTS; OTHER DUTIES REQUIRED BY STATUTE

SOLICITOR GENERAL

SUPREME COURT MATTERS; APPEALS AND APPLICATIONS FOR CERTIORARI; BRIEFS AND ASSIGNMENT OF COUNSEL IN CASES IN THE SUPREME COURT; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

THE ASSISTANT TO THE ATTORNEY GENERAL

GENERAL ADMINISTRATION
PERSONNEL AND SALARIES; LEGISLATION; CIVIL SERVICE MATTERS INCLUDING FEDERAL EMPLOYEES' COMPENSATION AND RETIREMENT ACTS, PENSIONS, ETC.; BRIEFS AND ARGUMENTS IN SUPREME COURT ON ASSIGNMENT BY THE SOLICITOR GENERAL; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

ASSISTANT ATTORNEY GENERAL

ANTITRUST DIVISION
SHERMAN AND CLAYTON ACTS AND OTHER ANTITRUST LAWS; FEDERAL TRADE COMMISSION MATTERS; STOCKYARDS ACT; RADIO ACT; NATIONAL RECOVERY ADMINISTRATION AND AGRICULTURAL ADJUSTMENT ADMINISTRATION MATTERS; SECURITIES ACT, EXCEPT CRIMES; GRAIN FUTURES ACT; LABOR MATTERS, INCLUDING RAILWAY LABOR ACT OF 1936; INTERSTATE COMMERCE COMMISSION; GENERAL MATTERS AND STATUTES AFFECTING INTERSTATE COMMERCE; BRIEFS AND ARGUMENTS IN SUPREME COURT ON ASSIGNMENT BY THE SOLICITOR GENERAL; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

ASSISTANT ATTORNEY GENERAL

TAX DIVISION
PROSECUTION AND DEFENSE OF CIVIL SUITS RELATING TO TAXES (EXCEPT CUSTOMS); APPELLATE PROCEEDINGS IN CONNECTION THEREWITH, INCLUDING BRIEFS AND ARGUMENTS ON APPEALS FROM BOARD OF TAX APPEALS; ENFORCEMENT OF TAX LIENS; MANDAMUS, HABEAS CORPUS, AND GENERAL MATTERS RELATING TO TAXES; CRIMINAL PROCEEDINGS RELATING TO TAXES; BRIEFS AND ARGUMENTS IN SUPREME COURT ON ASSIGNMENT BY THE SOLICITOR GENERAL; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

ASSISTANT ATTORNEY GENERAL

CRIMINAL DIVISION
FRAUDS AFFECTING THE UNITED STATES, EXCEPT PUBLIC LAND AND INDIAN LAND FRAUDS; NATIONAL BANKING ACT; POSTAL LAWS; NATURALIZATION ACT; IMMIGRATION ACT; SECURITIES ACT; CRIMES ON THE HIGH SEAS; CRIMES ON INDIAN RESERVATIONS EXCEPT DEALING WITH INDIAN TRIBE PROPERTY; STEALING FROM INTERSTATE SHIPMENT; FRAUDULENT BILLS OF LADING ACT; VIOLATIONS OF INTERNAL REVENUE LAWS; KIDNAPING AND RACKETEERING; HOURS OF SERVICE ACT; TWENTY- EIGHT-HOUR ACT; SAFETY APPLIANCE ACT; QUARANTINE ACTS; PURE FOOD ACT; MEAT INSPECTION ACT; GAME AND BIRD ACT; INSECTICIDE AND FUNGICIDE ACT; AERONAUTICS; ESPIONAGE ACT; TRADING WITH THE ENEMY ACT; SABOTAGE ACT; TREASON AND SEDITION; GENERAL FEDERAL CRIMES NOT RELATED TO SUBJECTS SPECIFICALLY ASSIGNED; PASSPORTS; CUSTOMS AND FORFEITURE CASES; INDICTIONS; GRAND JURIES; SEARCH WARRANTS; AND BAIL; EXTRADITIONS; BRIEFS AND ARGUMENTS IN SUPREME COURT ON ASSIGNMENT BY THE SOLICITOR GENERAL; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

ASSISTANT ATTORNEY GENERAL

CLAIMS DIVISION
ALL CIVIL SUITS AND CLAIMS FOR AND AGAINST THE GOVERNMENT NOT OTHERWISE SPECIALLY ASSIGNED; PATENTS AND COPYRIGHTS; CASES ARISING OUT OF WAR TRANSACTIONS; CIVIL BANKRUPTCY MATTERS; NATIONAL BANK ACT (CIVIL); ADMIRALTY AND SHIPPING MATTERS; ALIEN PROPERTY CLAIMS AND LITIGATION; BRIEFS AND ARGUMENTS IN SUPREME COURT ON ASSIGNMENT BY THE SOLICITOR GENERAL; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

ASSISTANT ATTORNEY GENERAL

LANDS DIVISION
PUBLIC LANDS; CONDEMNATIONS, TITLES, FOREST RESERVES; INDIAN LANDS AND AFFAIRS, INCLUDING SUITS IN THE COURT OF CLAIMS, EXCEPT CRIMES; RECLAMATION AND IRRIGATION; CONSERVATION; PUEBLO LANDS BOARD; RENT COMMISSION; INSULAR AND TERRITORIAL AFFAIRS EXCEPT THOSE SPECIFICALLY ASSIGNED, OTHER THAN CRIMINAL; BRIEFS AND ARGUMENTS IN SUPREME COURT ON ASSIGNMENT BY THE SOLICITOR GENERAL; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

ASSISTANT ATTORNEY GENERAL

CUSTOMS DIVISION
REAPPRAISEMENT AND CLASSIFICATION OF IMPORTED GOODS, AND ALL LITIGATION INCIDENT THEREOF; BRIEFS AND ARGUMENTS IN SUPREME COURT ON ASSIGNMENT BY THE SOLICITOR GENERAL; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

ASSISTANT SOLICITOR GENERAL

OPINIONS DIVISION
SUCH MATTERS (INCLUDING BRIEFS AND ARGUMENTS IN THE SUPREME COURT) AS MAY BE ASSIGNED BY THE SOLICITOR GENERAL; EXECUTIVE ORDERS; COMPROMISES; PREPARATION OF OPINIONS; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

FEDERAL BUREAU OF INVESTIGATION

INVESTIGATION OF OFFENSES AGAINST THE LAWS OF THE UNITED STATES, EXCEPT COUNTERFEITING, NARCOTICS, AND OTHER MATTERS NOT WITHIN THE JURISDICTION OF THE DEPARTMENT OF JUSTICE; DIRECTION OF FIELD SERVICE; THE ACQUISITION, COLLECTION, CLASSIFICATION, PRESERVATION, AND EXCHANGE OF CRIMINAL IDENTIFICATION RECORDS; INVESTIGATIONS REGARDING OFFICIAL MATTERS UNDER THE CONTROL OF THE DEPARTMENT OF JUSTICE AND THE DEPARTMENT OF STATE, AS MAY BE DIRECTED BY THE ATTORNEY GENERAL; TAXES AND PENALTIES UNIT; TAXES AND PENALTIES RELATING TO ALCOHOLIC BEVERAGES; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

BUREAU OF PRISONS

GENERAL SUPERVISION OF FEDERAL PENAL INSTITUTIONS AND PRISONERS; PRISON CONTRACTS; MATTERS ARISING UNDER THE PROBATION LAW; BOARD OF PAROLE; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL
PENAL AND CORRECTIONAL INSTITUTIONS
LEAVENWORTH PENITENTIARY; ATLANTA PENITENTIARY; MCNEIL ISLAND PENITENTIARY; NORTHEASTERN PENITENTIARY; ALCATRAZ ISLAND PENITENTIARY; FEDERAL INDUSTRIAL INSTITUTION FOR WOMEN; UNITED STATES INDUSTRIAL REFORMATORY; SOUTHWESTERN REFORMATORY; UNITED STATES HOSPITAL FOR DEFECTIVE DELINQUENTS; FEDERAL JAILS; PRISON CAMPS; FEDERAL CORRECTIONAL CAMP, EUSTIS, VA.; FEDERAL REFORMATORY, PETERSBURG, VA.; SUPPORT OF UNITED STATES PRISONERS; PROBATION SYSTEM; UNITED STATES COURTS; NATIONAL TRAINING SCHOOL FOR BOYS, WASHINGTON, D. C.

OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

ADMINISTRATIVE AND ORGANIZATION MATTERS; UNITED STATES ATTORNEYS, MARSHALS, AND FIELD OFFICES; APPOINTMENTS AND AUTHORIZATIONS; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL; EXECUTIVE OFFICES

BUREAU OF WAR RISK LITIGATION

WAR-RISK INSURANCE (CIVIL), EXCLUSIVE OF CLAIMS IN FAVOR OF THE GOVERNMENT; GENERALLY ALL MATTERS ARISING UNDER THE WORLD WAR VETERANS' ACT AND KINDRED STATUTES; DIRECTION OF FIELD SERVICE; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

ALIEN PROPERTY BUREAU

SETTLEMENT OF WAR CLAIMS, ETC.

PARDON ATTORNEY

PARDONS, COMMUTATIONS, RESTORATION OF CIVIL RIGHTS; SPECIAL ASSIGNMENTS BY THE ATTORNEY GENERAL

GENERAL AGENT, CHIEF CLERK, AND BUDGET OFFICER

DIVISION OF ACCOUNTS AND AUDITS; BUDGET MATTERS; TRANSPORTATION REQUESTS

ASSISTANT CHIEF CLERK

OFFICE OF APPOINTMENT CLERK; MAILED FILES DIVISION; DIVISION OF SUPPLIES AND PRINTING; LIBRARY; TRANSCRIPTION DIVISION; TELEGRAPH AND TELEPHONE OFFICE; CLERICAL AND SUBCLERICAL FORCES; CONTINGENT APPROPRIATIONS; SPECIAL ASSIGNMENTS

UNITED STATES ATTORNEYS AND MARSHALS

DEPARTMENT OF JUSTICE

OFFICERS

HOMER CUMMINGS, *Attorney General*; STANLEY REED, *Solicitor General*; BRIEN MCMAHON, **Acting* Assistant to the Attorney General*; FRANK J. WIDEMAN, JOSEPH B. KEENAN, HARRY W. BLAIR, JOHN DICKINSON and *JAMES W. MORRIS,* *Assistant Attorneys General*; JOSEPH R. JACKSON, *Assistant Attorney General, Division of Customs*; GOLDEN W. BELL, *Assistant Solicitor General*; UGO CARUSI, *Executive Assistant to the Attorney General*; CHARLES E. STEWART, *Administrative Assistant to the Attorney General*; J. EDGAR HOOVER, *Director of Federal Bureau of Investigation*; HAROLD NATHAN and CLYDE A. TOLSON, *Assistant Directors of Federal Bureau of Investigation*; JOSEPH LAWRENCE, *Administrative Officer, Taxes and Penalties Unit*; SANFORD BATES, *Director, Bureau of Prisons*; WILLIAM T. HAMMACK and JAMES V. BENNETT, *Assistant Directors, Bureau of Prisons*; WILL G. BEARDSLEE, *Director, Bureau of War Risk Litigation*; UREY WOODSON, *Director, Alien Property Bureau*; ARTHUR D. WOOD, DR. CHARLES L. WHELAN and JUDGE T. WEBBER WILSON, *Members, Board of Parole*; HARVEY C. DONALDSON, *Chief Clerk*; H. J. MCCLURE, *General Agent*; CHARLES B. SORENBORGER, *Assistant Chief Clerk and Appointment Clerk*; ROBERT M. MOORE, *Chief, Division of Records*; JOHN F. HOLLAND, *Chief, Division of Supplies and Printing*; GEORGE KEARNEY, *Librarian*; JAMES A. FINCH, *Attorney in Charge of Pardons*; E. R. BUTTS, *Assistant General Agent*

Information, Room 1131, Department of Justice Building, Constitution Avenue and Tenth Street NW., Washington, D. C.

Telephone, NATIONAL 0185, Branch 220

Creation and Authority.—The Department of Justice was established by the act of June 22, 1870 (R. S. 346, Comp. St. 515), with the Attorney General as its head. Prior to 1870 the Attorney General was a member of the President's Cabinet, but not the head of a department, the office having been created under authority of the act of September 24, 1789 (1 Stat. 73). Not until May 31, 1918, however, were the legal offices of the various Government agencies consolidated in the Department of Justice. This was done, largely as a war-time measure, by Executive Order No. 2877 of that date.

Purpose.—The chief purposes of the Department of Justice are to provide means for the enforcement of the Federal laws, to furnish legal counsel in Federal cases, and to construct the laws under which other departments act. It conducts all suits in the Supreme Court in which the United States is concerned, supervises the Federal penal institutions, and investigates and detects violations against Federal laws. It represents the Government in legal matters generally, rendering legal advice and opinions, upon request, to the President and to the heads of the Executive departments. As head of the Department of Justice, the Attorney General is the chief law officer of the Federal Government. He appears in the United States Supreme Court in cases of exceptional importance and supervises

and directs the activities of the United States district attorneys and marshals in the various judicial districts.

Organization.—The affairs and activities of the Department of Justice are generally directed by the Attorney General, who has as his chief aides the Solicitor General, the Assistant to the Attorney General, six Assistant Attorneys General, the Assistant Solicitor General, the Director of Investigation, the Director of Prisons, the Director of War Risk Litigation, and the Administrative Assistant to the Attorney General. The general divisions of the Department, each of which is under the immediate supervision of an assistant attorney general or a bureau director, are as follows:

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| General Administration | The Tax Division (except customs) |
| The Antitrust Division | The Claims Division |
| The Criminal Division | The Customs Division |
| The Lands Division | Office of Assistant Solicitor General |
| The Division of Investigation | The Bureau of Prisons |
| The Bureau of War Risk Litigation | The Administrative Division |
| The Taxes and Penalties Unit | *The Alien Property Bureau* |

ACTIVITIES

General Government Legal Representation, Advice, and Opinions.—The Attorney General, as head of the Department of Justice and chief law officer of the Federal Government, represents the United States in legal matters generally and gives advice and opinions to the President and to the heads of the executive departments when so requested.

Representation in the United States Supreme Court.—The Attorney General himself represents the Government in the United States Supreme Court in cases of exceptional gravity or importance. Under the direction of the Attorney General, the Solicitor General has special charge of the business of, and appears for and represents the Government in the Supreme Court.

General Representation in Courts.—When requested by the Attorney General, the Solicitor General may conduct and argue any case in which the United States is interested in any court of the United States, or may attend to the interests of the Government in any State court or elsewhere, conferring with and directing the activities of the Federal law officers throughout the country when the occasion so requires.

Authorization for Appeals.—No appeal is taken by the United States to any appellate court without the authorization of the Solicitor General.

Supervision of Departmental Units and United States Attorneys.—The Assistant to the Attorney General, under the Attorney General, has supervision over all the major units of organization of the Department, and over United States attorneys and marshals.

General Charge of Personnel Matters.—The Office of the Assistant to the Attorney General has charge of authorizations for appoint-

ments and salaries pertaining thereto when not otherwise fixed by law, of promotions and demotions both in the Department and the field, and of civil service matters, including Federal Employees Compensation and Retirement Acts, Pensions, etc.

Antitrust, N.R.A., A.A.A., Interstate Commerce, Securities, and Other Litigation.—The Assistant Attorney General in special charge of all suits and other affairs arising under the Sherman and Clayton Acts, has under current assignment, in addition to antitrust activities, general charge of matters relating to the Federal Trade Commission Act, the Stockyards Act, the Radio Act, the National Recovery Act, the Agricultural Adjustment Act, the Securities Act (except crimes), the Grain Futures Act, labor matters (including the Railway Labor Act of 1926), suits to set aside orders of the Interstate Commerce Commission, and general matters and statutes affecting interstate commerce.

Tax Matters (Except Customs).—The Assistant Attorney General in charge of tax matters is charged with the prosecution and defense of civil suits relating to taxes (except customs) and of appellate proceedings in connection therewith, including briefs and arguments on appeals from the Board of Tax Appeals. He also has charge of the enforcement of tax liens and of mandamus, injunctions, criminal proceedings, and general matters relating to taxes.

Criminal Matters.—The jurisdiction of the Assistant Attorney General in general charge of criminal cases includes matters involving criminal practice and procedure, such as questions concerning indictments, grand juries, search warrants, passports, alien enemies, extradition, etc. He also has charge of cases involving crimes on the high seas, those arising under the national bank act and under the naturalization laws, and generally directs district attorneys in the conduct of criminal cases. He administers and enforces the laws relating to alcoholic beverages, and kidnapping and racketeering cases.

Admiralty and Civil Matters.—The Assistant Attorney General in charge of admiralty and civil matters has general charge of all civil suits and claims for and against the Government not otherwise specially assigned, patents and copyrights, cases arising out of war transactions, civil bankruptcy matters, civil proceedings under the National Bank Act, admiralty and shipping matters, and alien property claims and litigation.

Public Lands Matters.—The Assistant Attorney General in charge of public lands matters handles all affairs pertaining to condemnation of lands, titles to lands, forest reserves, reclamation and irrigation projects, conservation of natural resources, Indian lands and affairs (including suits in the Court of Claims), with the exception of crimes. He also has charge of matters affecting the Pueblo Lands Board, the rent commission, and of insular or territorial affairs, other than criminal matters or those otherwise specifically assigned.

Customs Matters.—The Assistant Attorney General in charge of customs matters is charged with protecting the interests of the Government in matters of reappraisement and classification of imported goods, and all litigation incident thereto.

Preparation of Legal Opinions.—The Assistant Solicitor General has charge, for the Attorney General, of the preparation, review, and revision of opinions.

Review of Executive Orders.—The Assistant Solicitor General reviews, as to form and legality, such Executive orders as are submitted to him.

Compromise of Claims.—The Assistant Solicitor General acts for the Attorney General upon offers in compromise of judgments and other claims existing against or in favor of the Government up to a certain limit, and represents the Government in such cases as are designated by the Solicitor General.

Investigations.—The Director of Investigations has general charge of the investigation of offenses against Federal laws, except counterfeiting, narcotics, and other matters not within the jurisdiction of the Department of Justice.

Criminal Identification.—The division of investigation acquires, collects, classifies, preserves, and exchanges criminal identification records such as fingerprints, photographs, Bertillon records, etc.

Taxes and Penalties Unit.—The Administrative Officer has supervision of the determination of internal revenue taxes, institution of suits, compromises, preparation of bankruptcy claims, petitions for remission of forfeitures, and other relevant civil matters arising under the National Prohibition Act prior to repeal, and associated revenue laws. He also is charged with special assignments of similar character by the Attorney General or his first Assistant.

Supervision of Federal Penal Institutions.—The Director of Prisons has general supervision of Federal penal institutions and prisoners, and of prison contracts and matters arising under the probation law.

Granting and Revoking of Paroles.—The Bureau of Prisons contains a 3-member Parole Board, appointed by the Attorney General, the sole duty of which is to grant and revoke paroles of Federal prisoners.

War Risk Litigation.—Under the direction of the Assistant to the Attorney General, the director of the Bureau of War Risk Litigation has charge of war risk insurance (civil), exclusive of claims in favor of the Government, and of all matters generally which arise under the World War Veterans' Act and kindred statutes.

Administrative and Organization Matters.—The Administrative Assistant to the Attorney General, under the direction of the Assistant to the Attorney General, has charge of all administrative and organization matters of the Department, including those relating to

the United States attorneys, marshals, and other field offices, and has immediate direction over the administrative offices of the Department.

The Chief Clerk.—The Chief Clerk has supervision over the clerical and subclerical forces of the Department, exclusive of the Federal Bureau of Investigation, and the enforcement of general Departmental regulations. He exercises administrative supervision over the building occupied by the Department in Washington, designates space requirements for court activities in Federal Buildings throughout the country.

He supervises expenditures from the contingent expense appropriations and acts as purchase officer; supervises the office of the Appointment Clerk, Library, Division of Supplies and Printing, Division of Records, Transcription and Photostat sections, Telegraph and Telephone Offices, Hygiene Bureau, and performs special assignments and other related functions.

Budget, Accounting, and Auditing Matters.—The office of the General Agent, under the direction of the Administrative Assistant, has charge of budget, accounting, and auditing matters.

Alien Property Bureau.—Pursuant to Executive Order No. 6694 of May 1, 1934, abolishing the office of Alien Property Custodian, transferring its functions to the Department of Justice and the property in its custody to the Attorney General for administration, there was created by the Attorney General's Order No. 2572, effective July 2, 1934, an Alien Property Bureau. This Bureau performs the functions previously handled by the Alien Property Custodian.

Administration of Trusts and Claims by Alien Property Bureau.—Responsibility rests with the Bureau for the administration of 50,962 trusts and 49,898 claims. Its legal staff is at present engaged in active litigations involving over \$50,000,000, and is also conducting several important preliminary investigations.

Approved.

HOMER CUMMINGS,
Attorney General.

(12-11-35)

The first part of the report is a general description of the project and its objectives. It is followed by a detailed description of the methodology used in the study. The third part of the report presents the results of the study, and the fourth part discusses the conclusions and implications of the findings.

The methodology used in the study was a combination of qualitative and quantitative methods. The qualitative methods included interviews with the participants, and the quantitative methods included the use of a standardized questionnaire. The results of the study are presented in the form of tables and graphs.

The conclusions of the study are that the project was successful in achieving its objectives. The findings of the study have important implications for the field of research, and they suggest that further research is needed in this area.

The implications of the findings are that the project has provided valuable information about the topic, and it has helped to advance the understanding of the field. The findings also suggest that there are some limitations to the study, and that further research is needed to address these limitations.

The project has been a successful one, and it has provided valuable information about the topic. The findings of the study have important implications for the field of research, and they suggest that further research is needed in this area.

APPENDIX A
LIST OF PARTICIPANTS

1997-1998

FEDERAL PRISON INDUSTRIES, INCORPORATED

DIRECTORS

SANFORD BATES, JOHN D. MILLER, DR. M. L. BRITTAIN, SAM A. LEWISOHN,
THOMAS A. RICKERT

OFFICERS

SANFORD BATES, *President*; JOHN D. MILLER, *Vice President*; R. J. LAVALLEE,
Secretary; JAMES V. BENNETT, *Commissioner of Prison Industries and Direc-*
tor of Information

Information, Room 4222, Department of Justice Building, Ninth Street and
Pennsylvania Avenue NW., Washington, D. C.

Telephone, National 0185, Branch 277

Creation and Authority.—Federal Prison Industries, Inc., was created by Executive Order No. 6917 dated December 11, 1934, under authority of Public, No. 461, Seventy-third Congress, passed June 23, 1934.

Purpose.—The corporation is charged with the duty of providing employment for all physically fit inmates of the United States penal and correctional institutions in such diversified forms as will reduce to a minimum competition with private industry. The corporation determines in what manner and to what extent industrial operations are carried on in the Federal penal and correctional institutions.

Organization.—The Corporation is composed to five directors, one of whom represents industry, one agriculture, one labor, one consumers and retailers, and one the Attorney General of the United States. The acting executive officer of the Corporation is the Commissioner of Prison Industries, who is empowered to sign all contracts of the Corporation. The Corporation has a headquarters office in Washington, and shops and factories at the several United States penal and correctional institutions.

ACTIVITIES

The Corporation establishes only such industries as will produce articles and commodities for the use of the Federal Government and its agencies. None of its products are sold in the open market in competition with private industry and free labor. The several Government departments and agencies are required by law to purchase at current market prices the goods produced under the direction of the Corporation.

(Complete New Section)

The Corporation administers and disburses the prison industries working capital funds, and purchases its raw materials in accordance with section 3709 of the Revised Statutes.

The Corporation settles all policies connected with the operation of the prison industries, hours of labor, and compensation of inmates.

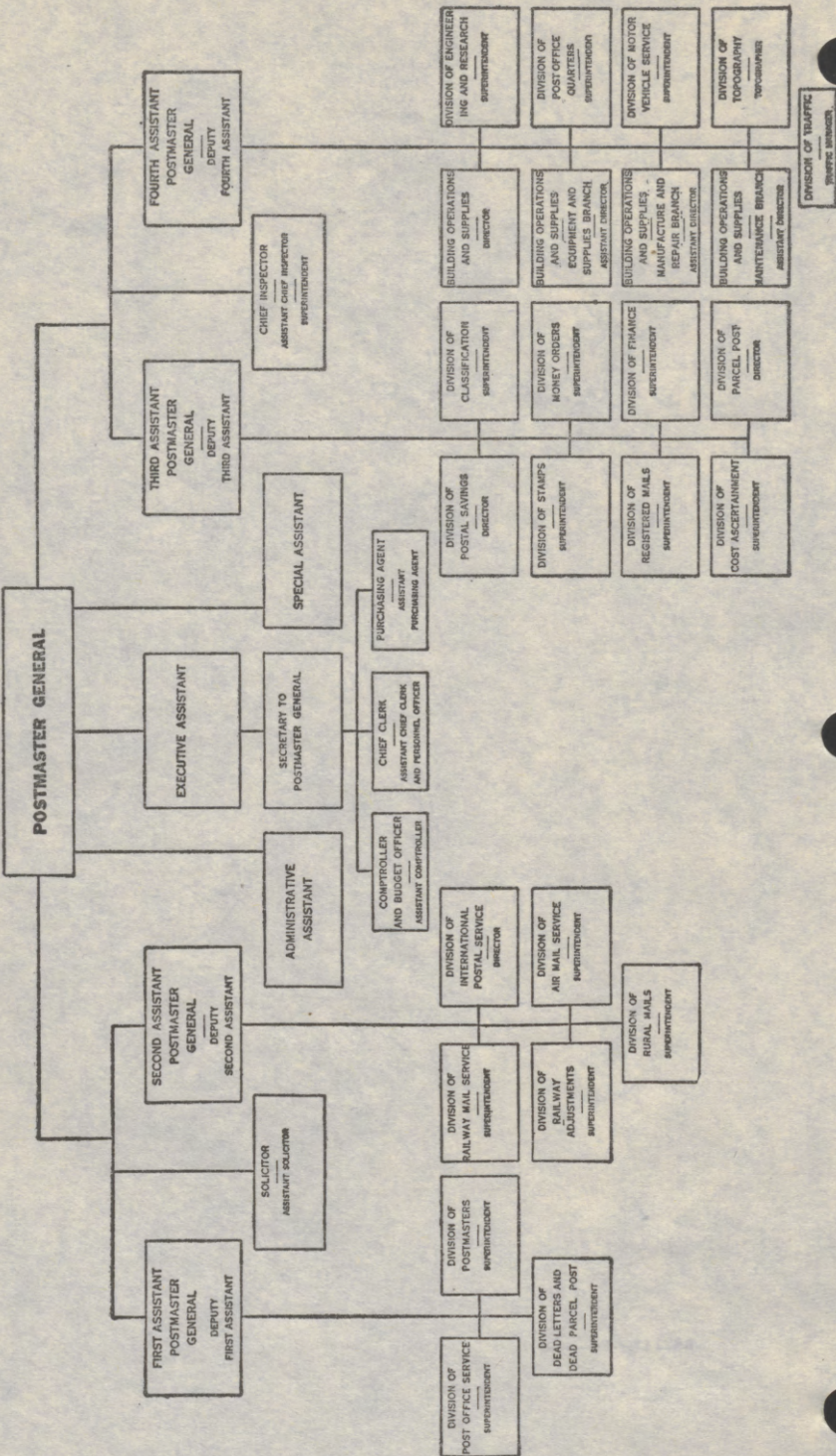
Approved.

SANFORD BATES,
President.

JAMES V. BENNETT,
Commissioner of Prison Industries.

68311°-34-3

POST OFFICE DEPARTMENT



POST OFFICE DEPARTMENT

OFFICE OF THE POSTMASTER GENERAL

JAMES A. FARLEY, *Postmaster General*; AMBROSE O'CONNELL, *Executive Assistant to the Postmaster General*; J. AUSTIN LATIMER, *Special Assistant to the Postmaster General*; OWEN A. KEEN, *Chief Clerk*; WILLIAM J. BRAT, *Secretary to the Postmaster General*; WILLIAM C. LYONS, *Administrative Assistant to the Postmaster General*; AUDUS T. DAVIS, *Assistant Chief Clerk and Personnel Officer*; ARTHUR E. MARTIN, *Disbursing Clerk*

HEADS OF BUREAUS AND OFFICES

WILLIAM W. HOWES, *First Assistant Postmaster General*; HARLES BRANCH, *Second Assistant Postmaster General*; CLINTON B. EILENBERGER, *Third Assistant Postmaster General*; SMITH W. PURDUM, *Fourth Assistant Postmaster General*; KARL A. CROWLEY, *Solicitor*; KILDROY P. ALDRICH, *Chief Inspector*; HARRISON PARKMAN, *Purchasing Agent*; WILLIAM L. SLATTERY, *Comptroller and Budget Officer*

Information, Room 3304, New Post Office Building, Twelfth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, DIstrict 5360, Branch 505

Creation and Authority.—The Post Office Department became an executive department by the act of June 8, 1872 (17 Stat. 283), although it had been known as a department for many years. The Postmaster General, had, however, been a member of the President's Cabinet since 1829 when he entered it upon the invitation of President Andrew Jackson.

The Articles of Confederation, formulated in 1777, and subsequently adopted, provided for "the sole and exclusive right and power of * * * establishing and regulating post offices from one State to another * * * and exacting such postage on the papers passing through the same as may be requisite to defray the expenses of the said office * * * " (U. S. Code, p. 1849).

Following the final adoption of the Constitution in March 1789, the post office was temporarily established by the act of September 22, 1789 (1 Stat. 70), which also created the Office of the Postmaster General. The postal service so provided under the ordinance of October 18, 1782, and subsequent resolutions and ordinances, was temporarily continued by the act of August 4, 1790 (1 Stat. 178), and the act of March 3, 1791 (1 Stat. 218). The act of February 20, 1792 (1 Stat. 234), was the first to provide in detail for the Post

Office Department and the Postal Service generally. Acts of May 8, 1794 (1 Stat. 357), March 2, 1799 (1 Stat. 733), April 30, 1810 (2 Stat. 593), March 3, 1825 (4 Stat. 102), and other subsequent legislation enlarged the duties of the Department, strengthened and unified its organization, and provided rules and regulations for the development of the Postal System of the United States.

Purpose.—While the original purpose of the Postal System was to provide “the best means of establishing posts for conveying letters and intelligence through this continent” (Journals of the Continental Congress, May 27, 1775), the Post Office Department was ultimately enlarged to include several services. Among the more important developments of the Postal Service in the order of their establishment or authorization were postage stamps, 1847; registered mail, 1855; railway mail service, 1862; city delivery service, 1863; postal money orders, 1864; foreign money orders, 1867; special delivery, 1885; rural delivery, 1896; postal savings, 1911; village delivery, 1912; parcel post, including insurance and collect-on-delivery service, 1913; and air mail, 1918.

Benjamin Franklin, who was appointed postmaster at Philadelphia in 1737 and Co-Deputy Postmaster General of the British Colonies in North America in 1753, and who on July 26, 1775, became the first Postmaster General under the Continental Congress, is credited by historians with having laid much of the foundation for the development of the present United States Postal System. The Constitution of the United States, section VIII, provided that “the Congress shall have power * * * to establish post offices and post roads * * *.”

Samuel Osgood was the first Postmaster General under the Constitution, having been appointed September 26, 1789, at which time there were 75 post offices. From that small beginning the Postal Service has been developed into what is now the largest business in the world. It employs approximately 233,000 workers and has an annual pay roll in excess of 400 million dollars. Yearly, the System handles more than 4 billions of dollars and has gross receipts totaling nearly 600 million dollars. There are more than 46,000 post offices in the United States.

Organization.—The affairs and activities of the Post Office Department are directed by the Postmaster General. Within his immediate office the Postmaster General is assisted by an Executive Assistant, Special Assistant, Chief Clerk, Secretary, Administrative Assistant, Assistant Chief Clerk and Personnel Officer and a Disbursing Clerk. There are four Assistant Postmasters General (First, Second, Third, and Fourth), each of whom has supervision over a particular activity of the Postal Service. In the absence of the Postmaster General his duties are performed by the First Assistant Postmaster General; in the absence of the Postmaster General and

the First Assistant such duties are performed by the Second Assistant Postmaster General; in the absence of the Postmaster General, First and Second Assistant, the duties are performed by the Third Assistant Postmaster General; and in the absence of the Postmaster General, First Assistant, Second Assistant, and Third Assistant the duties are performed by the Fourth Assistant Postmaster General.

The Post Office Department is comprised of the following offices and divisions:

OFFICE OF THE FIRST ASSISTANT POSTMASTER GENERAL

Division of Post Office Service
Division of Postmasters
Division of Dead Letters and Dead Parcel Post

OFFICE OF THE THIRD ASSISTANT POSTMASTER GENERAL

Division of Finance
Division of Postal Savings
Division of Money Orders
Division of Classification
Division of Stamps
Division of Registered Mails
Division of Cost Ascertainment
Division of Parcel Post

OFFICE OF THE CHIEF POST OFFICE INSPECTOR

OFFICE OF THE SOLICITOR

OFFICE OF THE PURCHASING AGENT

OFFICE OF THE SECOND ASSISTANT POSTMASTER GENERAL

Division of Railway Mail Service
Division of International Postal Service
Division of Railway Adjustments
Division of Air Mail Service
Division of Rural Mails

OFFICE OF THE FOURTH ASSISTANT POSTMASTER GENERAL

Division of Engineering and Research
Division of Post Office Quarters
Division of Motor Vehicle Service
Division of Topography
Division of Building Operations and Supplies
Division of Traffic

BUREAU OF ACCOUNTS

Division of Retirement Records

ACTIVITIES

Office of the Postmaster General

General Supervision.—The Postmaster General superintends the business of the Department and executes all laws relative to the Postal Service.

Appointments.—With the exception for the four Assistant Postmasters General, the Purchasing Agent, the Comptroller, and postmasters of the first, second, and third classes, all of whom are Presidential appointees, the Postmaster General appoints all officers and employees of the Post Office Department and Postal Service. He appoints postmasters at post offices of the fourth class and submits to the President for nomination by him the names of candidates for postmaster at offices of the first, second, and third classes.

Negotiation of Postal Treaties.—Subject to the approval of the President the Postmaster General negotiates postal treaties with foreign governments.

Air and Ocean Mail Contracts.—He executes and awards contracts for the air and ocean mail services.

Postal Savings.—The Postmaster General is the executive head of the Postal Savings System and ex-officio chairman of the board of trustees.

Office of the Chief Clerk

Supervision of employees.—The Chief Clerk is charged with the general superintendence and assignment to duty of the clerical and subclerical forces of the Department.

Printing and Publications.—He is charged with consideration of requisitions on the Public Printer for printing and binding required by the Department and Postal Service; the furnishing, receipt, and inspection of stationery, blanks, and supplies for the Department; the compilation and distribution of the Official Postal Guide and other postal publications.

Civil Service Matters.—He handles all matters affecting the proper administration of the Civil Service rules and regulations, and the execution of the provisions of the Reclassification Act. He is the liaison officer between the Department and the Classification Division of the Civil Service Commission.

Pay Rolls of the Department.—The Chief Clerk certifies the pay rolls of the Department and handles the preparation of requisitions on the Treasury for funds to meet the payment of departmental salaries.

Office of the First Assistant Postmaster General

Establishment of Post Offices and Appointment of Postmasters.—The First Assistant Postmaster General handles for the Postmaster General all matters relating to the establishment and discontinuance of post offices; the selection and nomination of postmasters at offices of the first, second, and third class and the appointment of postmasters at offices of the fourth class; also the bonding and commissioning of postmasters.

Supervision of Post Offices.—He supervises the organization and management of post offices, the establishment of postal stations, and the establishment, maintenance, and extension of city and village delivery and collection services. He also has charge of the selection of the personnel of post offices and considers charges and complaints against postmasters and other post office employees.

Handling of Dead Mail.—He prescribes the treatment of all unmailable and undelivered mail matter sent for disposition to the Division of Dead Letters and Dead Parcel Post, its respective branches, and to the several division headquarters of the Railway Mail Service. He is responsible for the recording and restoration to owners of dead letters and parcels containing valuables as well as the care and disposition of all money, negotiable paper, and other valuable articles found in undelivered matter.

Office of the Second Assistant Postmaster General

Supervision of Mail Transportation.—To the Second Assistant Postmaster General are assigned the authorization and management

of the transportation of the domestic and international mail by means of railroads, electric and cable cars, steamships, steamboats, rural routes, mail messengers, star routes, and airplanes.

Regulation of Transportation Service.—He is charged with the administrative examination of reports concerning the performance of service of the foregoing classes, certifies accounts for payment, and prepares orders for the Postmaster General, making deductions for nonperformance of service, and imposing fines for delinquencies.

Supervision of International Services.—He supervises the management of the international registry, insurance, and C. O. D. services, including the adjustment of claims for indemnity.

Transportation of Foreign Mail.—He handles all matters affecting the transportation of foreign mail, including both ocean- and air-mail services to and from foreign countries, the Navy mail service, and the preparation of postal conventions (except those relative to the money-order system) with foreign countries and the regulations for their execution.

Appointment of Personnel.—He handles all matters pertaining to the selection and government of rural carriers and the personnel *of the Railway Mail Service and Sea Post Service.*

Supervision of Rural and Railway Mail Services.—He supervises all matters pertaining to the railway mail service and the rural delivery service.

Letting of Contracts and Regulation of Service.—He prepares the advertisements for the transportation of the mails on star routes, awards contracts, arranges schedules for such service, and otherwise regulates the star-route service.

Office of the Third Assistant Postmaster General

Supervision of Finances.—He has charge of the Department's financial operations, including the collection and deposit of postal revenues, the receipt and disposition of all moneys coming directly to the Department, and the keeping of accounts showing the fiscal operations of the postal and money-order services.

Administration of Postal Savings System.—He conducts and manages the Postal Savings System, designates post offices as postal-savings-depository offices, supervises the business transacted at such offices, manages and invests postal-savings funds as the agent of the board of trustees, and makes administrative examinations of the postal-savings accounts of postmasters and other fiscal agents of the system.

Supervision of Money Order Service.—He supervises and manages the money-order service, both domestic and international, and prepares conventions for the exchange of money orders with foreign countries.

Classification of Domestic Mail Matter.—He has general control over all business relating to the classification of domestic mail matter

and the rates of postage thereon, including the admissibility of publications as second-class matter, administration of the law requiring annual statement of their ownership, circulation, etc., the use of penalty envelopes, the franking privilege, and limits of size and weight of mail matter.

Supervision of Registered, Insured, and C. O. D. Service.—He supervises the management of the domestic registered, insurance, and collect-on-delivery services, and considers all claims for the loss and damage of such mail.

Supervision of Stamp Transactions.—He supervises, through the proper government agencies, the manufacture of all postage-stamp paper, Federal migratory-bird hunting stamps and certificates, postal cards, stamped envelopes, and newspaper wrappers, attends to their distribution, and supervises the accounting therefor.

Improvement of Parcel Post Service.—He has general supervision of the investigation of methods designed to improve and perfect the parcel-post service.

Cost Ascertainment.—He directs the work of ascertaining the revenues derived from and the cost of carrying and handling the several classes of mail matter and of performing the special services.

Office of the Fourth Assistant Postmaster General

***Division of Engineering and Research.**—All matters relative to planning of postal activities in new or remodeled Federal buildings; design and layout of special mechanical equipment for such buildings; preparation of lists of necessary equipment and layout of same for such buildings; all matters relating to engineering problems bearing on the Postal Service; and consideration of the practicability of devices and inventions intended for use in the Postal Service.

Division of Post Office Quarters.—Selection, equipping, and leasing of quarters for post offices of the first, second, and third class, also classified stations and branches, when quarters are not provided in Federal buildings, and garages; preliminary operations in the selection and leasing of quarters for Railway Mail terminals; and fixing of allowances for rent, heat, light, and water at presidential offices and stations and branches thereof.

Division of Motor Vehicle Service.—Authorization, operation, and maintenance of Government-owned motor vehicle service, including the personnel employed for such service; fixing of allowances to postmasters for rent, heat, light, power, water, and telephones for this service; examination of reports relating to the motor vehicle service; supervision of the transportation of mails in cities by screen wagon and pneumatic tube service; and fixing allowances to postmasters for the hire of vehicles used in the delivery and collection service.

Division Building Operations and Supplies.—Supervision of the operation of Federal buildings under the administration of the Post

Office Department, including the procurement and distribution of supplies therefor and the personnel necessary for the operation of such buildings; preparation of specifications for equipment and supplies for the Postal Service and distribution of such supplies to the Postal Service and the manufacture and repair of mail bags, locks, keys, and key chains for the Postal Service.

Division of Topography.—Preparation and distribution of post route and rural delivery maps.

Division of Traffic.—All matters relating to the shipment of material and supplies for the Post Office Department and the Postal Service.*

Office of the Solicitor

Legal Opinions.—The Solicitor is charged with the duty of giving opinions to the Postmaster General and the heads of the several offices in the Department upon questions of law arising in the course of business of the Postal Service.

Mail Frauds and Lotteries.—He hears and considers cases relating to lotteries and to alleged use of the mails to defraud.

Mailability of Matter.—He considers all questions relating to the *mailability of alleged indecent, obscene, scurrilous, defamatory, or extortionate matter.*

Securities for Postal Savings.—He determines the legal acceptability of securities offered by banks to secure Postal Savings deposits.

Liability Claims Against the Department.—He considers, makes recommendations, and submits to the Postmaster General all personal or property damage claims arising in the course of the Department's operations, and claims filed by postmasters for losses by fire, burglary, or other unavoidable casualty.

Defense of Cases Affecting Postal Revenues.—He is charged with the duty of assisting in the defense of cases against the Government arising from the transportation of mails and in other matters affecting the postal revenues. These include Federal court suits by railroads and other mail-carrying contractors, rate cases before the Interstate Commerce Commission, and related litigation.

Contracts of the Department.—He examines and, when necessary, drafts the contracts of the Department.

Determination of Mail Ownership.—He determines questions regarding the delivery of mail the ownership of which is in dispute.

Office of the Chief Inspector

***Supervision of Inspectors.**—The Chief Inspector is charged with the selection, government, and assignment to duty of post-office inspectors in charge, post-office inspectors, and clerks at division headquarters. He authorizes and directs all investigations by inspectors and generally supervises the business of the post-office inspection service.*

***Conditions in the Postal Service.**—He is charged with the duty of keeping the Postmaster General and his assistants advised as to the condition and needs of the Postal Service.*

Investigation of Law Violations.—His office has jurisdiction in all matters relating to depredations upon the mails and losses therein; reported violations of the postal laws such as the alleged use of the mails in schemes to defraud, and in the promotion of lotteries; violations of the private express statutes; mailing of explosives, poisons, firearms, and of letters of extortion containing threats to injure the reputation of any person or to accuse him of a crime; forgery of money orders; mailing of obscene, scurrilous, and other matter prohibited transmission in the mails, and complaints of the interception of and tampering with the mails.

Preparation of Cases for Prosecution.—He supervises the development of evidence and the preparation for prosecution of criminal offenses, in connection with the operation of the Postal Service.

Restoration of Stolen Property.—He is charged with the custody of money and property collected or received by inspectors, and with the restoration thereof to the proper persons.

Consideration of Complaints.—He is charged with the consideration of miscellaneous complaints against the service rendered at post offices of the second, third, and fourth classes.

Office of the Purchasing Agent

***Supervision of Supply Purchases.**—The Purchasing Agent supervises the purchase of all supplies, both for the Post Office Department proper and for all branches of the Postal Service. He reviews all requisitions and authorizations for supplies and, if proper, honors the same. He passes upon the sufficiency and propriety of all specifications for proposals for supplies; prepares the advertisements and forms for proposals necessary for the making of contracts for supplies; and enters into contracts for such supplies for the Postmaster General.*

Bureau of Accounts

***Makes Examination of Postmasters' Accounts.**—Under the supervision of the Comptroller of the Post Office Department is the accounting bureau. It receives and makes the administrative examination of the postal and money-order accounts of postmasters, and supervises their preparation and rendition.

Compilation of Financial Data.—It supervises the compilation of statistical reports, monthly operating statements, and other financial data for the Postmaster General and other officers of the Post Office Department. States the general revenues and expenditures of the Department as a whole from Postmasters' accounts, warrant payments, and the accounts of the Disbursing Clerk. Keep the appropriation accounts.*

Preparation of Budget Estimates.—He serves as budget officer, and supervises the preparation of departmental estimates of appropriations and such supplemental and deficiency estimates as may be required.

Keeping of Retirement Records.—He supervises the Division of Retirement Records, which maintains an individual record of deductions from the salary of each employee of the Department and Postal Service who comes within the scope of the Civil Service Retirement Law.

*Approved.

*JAMES A. FARLEY,
Postmaster General.

*KARL A. CROWLEY,
Solicitor.

(3-12-35)

The question of Indian Education - It is necessary to have a
 and improve the condition of the Indian population. It may be
 to the Indian population and to the Indian population.

Keeping of Records - It is necessary to have a
 of the Indian population and to the Indian population.
 from the side of each employee of the Government and to
 to the side of the Government.

James A. Farley

Postmaster General

U. S. Department of Commerce

Washington, D. C.

October 1, 1918

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 28th inst.

and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,
 Yours very truly,
 James A. Farley

Postmaster General

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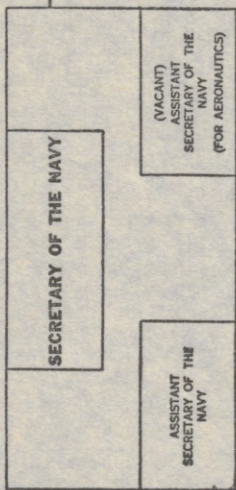
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DEPARTMENT OF THE NAVY

GENERAL BOARD
COMPLETION BOARD
NAVAL PETROLEUM RESERVE
BOARD
NAVAL PETROLEUM BOARD
BOARD OF MEDICAL
EXAMINERS
NAVAL RETIREMENT BOARD
NAVAL MEDICAL OFFICERS
BOARD
SHORE STATION DEVELOPMENT
BOARD
BOARD OF INSPECTION AND
NAVY FOR MATTERS OF
THE CONSTRUCTION



SHORE ESTABLISHMENT
DIVISION

BUDGET OFFICER

ADVO ADVOCATE
GENERAL

CHIEF CLERK

CHIEF OF NAVAL
OPERATIONS

BUREAU OF NAVIGATION

BUREAU OF ORDNANCE

BUREAU OF ENGINEERING

BUREAU OF AERONAUTICS

BUREAU OF CONSTRUCTION
AND REPAIR

BUREAU OF YARDS AND
DOCK

BUREAU OF SUPPLIES AND
ACCOUNTS

BUREAU OF MEDICINE AND
SURGERY

HEADQUARTERS MARINE
CORPS

HEADQUARTERS COAST
GUARD
(HIGH SEAS)

SHORE ACTIVITIES

NAVAL FORCES AND NAVAL
DISTRICTS

CERTAIN MARINE FORCES
AND ACTIVITIES

DEPARTMENT OF THE NAVY

OFFICIALS

CLAUDE A. SWANSON, *Secretary of the Navy*; HENRY L. ROOSEVELT, *Assistant Secretary of the Navy*; WILLIAM D. BERGMAN, *Chief Clerk*; ARCHIBALD ODEN, *Special Assistant to the Secretary*; VERNE SIMKINS, *Administrative Assistant to the Assistant Secretary*; HELEN G. O'NEILL, *Private Secretary to the Assistant Secretary*; CHARLES PIOZET, *Chief of Appointment Division*; ROY H. MOSES, *Budget Clerk and Assistant Chief Clerk*; CHARLES T. OGLE, *Chief of Division of Records*

OFFICERS ON DUTY IN THE OFFICE OF THE SECRETARY OF THE NAVY AND THE ASSISTANT SECRETARY OF THE NAVY

CAPT. H. E. KIMMEL, *Budget Officer*; ADMIRAL H. E. LACKEY, *Director of Shore Establishments*; CAPT. F. J. FLETCHER, *Naval Aide to Secretary*; CAPT. H. A. STUART, *Director of the Naval Petroleum Reserves*; LT. COMDR. JERRALD WRIGHT, *Naval Aide to the Assistant Secretary*; MAJ. JOHN W. THOMASON, JR., *Marine Aide to the Assistant Secretary*

Office of the Chief of Naval Operations: ADMIRAL WILLIAM H. STANDLEY, *Chief of Naval Operations*; REAR ADMIRAL J. K. TAUSSIG, *Assistant Chief of Naval Operations*

Bureau of Navigation: REAR ADMIRAL ADOLPHUS ANDREWS, *Chief of Bureau*; CAPT. C. W. NIMITZ, *Assistant Chief of Bureau*

Bureau of Ordnance: REAR ADMIRAL H. R. STARK, *Chief of Bureau*; CAPT. R. M. BRAINARD, *Assistant Chief of Bureau*

Bureau of Engineering: REAR ADMIRAL HAROLD G. BOWEN (*Engineer in Chief*), *Chief of Bureau*; CAPT. C. A. JONES, *Assistant Chief of Bureau*

Bureau of Aeronautics: REAR ADMIRAL E. J. KING, *Chief of Bureau*; CAPT. F. R. MCCRARY, *Assistant Chief of Bureau*

Bureau of Construction and Repair: REAR ADMIRAL E. S. LAND (*Chief Constructor*), *Chief of Bureau*; CAPT. W. G. DUBOSE (*Construction Corps*), *Assistant Chief of Bureau*

Bureau of Yards and Docks: REAR ADMIRAL N. M. SMITH (*Civil Engineer Corps*), *Chief of Bureau*; COMMANDER G. A. DUNCAN (*Civil Engineer Corps*), *Assistant Chief of Bureau*

Bureau of Supplies and Accounts: REAR ADMIRAL CHARLES CONARD, (*Paymaster General*), *Chief of Bureau*; CAPT. HENRY DE F. MEL (*Supply Corps*), *Assistant Chief of Bureau*

Bureau of Medicine and Surgery: REAR ADMIRAL P. S. ROSSITER (*Surgeon General*), *Chief of Bureau*; CAPT. O. J. MINK (*Medical Corps*), *Assistant Chief of Bureau*

Office of the Judge Advocate General: REAR ADMIRAL C. C. BLOCH, *Judge Advocate General*; COMMANDER HAROLD DODD, *Assistant to Judge Advocate General*

United States Marine Corps Headquarters: MAJ. GEN. JOHN H. RUSSELL, *Commandant*; BRIG. GEN. LOUIS M. LITTLE, *Assistant to Commandant*

General Board: REAR ADMIRAL *FRANK B. UPHAM, * *Chairman*

Compensation Board: REAR ADMIRAL R. M. WATT (*Construction Corps*) *Senior Member*

Naval Examining and Naval Retiring Boards: REAR ADMIRAL A. E. WATSON *President*

Board of Medical Examiners: REAR ADMIRAL J. B. DENNIS (*Medical Corps*), *President*

Marine Examining Board: BRIG. GEN. F. L. BRADMAN, *President*

Information, Room 2501, Navy Department Building, Potomac Park, Eighteenth Street and Constitution Avenue NW., Washington, D. C.

Telephone, District 2900, Branch 29

Creation and Authority.—The Office of Secretary of the Navy was established by act of Congress of April 30, 1798 (1 Stat. 553). For the greater period of the time between the Revolutionary War and the date of the establishment of the Office of Secretary of the Navy control of the Navy was exercised by Congress through its Marine Committee, but for a short time during the latter portion of this period the Secretary of War exercised control of both the Army and the Navy.

The Board of Navy Commissioners (consisting of three members) was created by the act of February 7, 1815.

The act of August 31, 1842 (5 Stat. 579), abolished the Board of Navy Commissioners and established in lieu thereof the following bureaus:

Bureau of Navy Yards and Docks; Bureau of Construction, Equipment, and Repairs; Bureau of Provisions and Clothing; Bureau of Ordnance and Hydrography; and Bureau of Medicine and Surgery.

The act of July 5, 1862, established the following organizations: Bureau of Yards and Docks, Bureau of Equipment and Recruiting (later changed to Bureau of Equipment and still later abolished), Bureau of Navigation, Bureau of Ordnance, Bureau of Construction and Repair, Bureau of Steam Engineering (later changed to Bureau of Engineering), Bureau of Provisions and Clothing (later changed to Bureau of Supplies and Accounts), and Bureau of Medicine and Surgery.

The Office of Chief of Naval Operations was established by the act of March 3, 1915 (38 Stat. 929).

The Bureau of Aeronautics was established by the act of July 12, 1921 (42 Stat. 140).

Purpose.—It is the purpose of the Department to supervise and maintain a naval establishment in readiness for the performance of such duties as the President, who is Commander in Chief, may order (R. S. 417).

The fundamental naval policy of the United States is to maintain the Navy in sufficient strength to support the national policies and commerce and to guard the continental and overseas possessions of the United States.

Organization.—The affairs of the Navy Department are directed by the Secretary of the Navy who has as his principal advisers the Assistant Secretary of the Navy, the Chief of Naval Operations, the Chiefs of the Eight Bureaus, the Judge Advocate General of the Navy, the Chairman of the General Board, the Director of Shore Establishments, the Budget Officer, and the Major General Commandant, United States Marine Corps.

The principal divisions of the Department are as follows:

| | |
|--|--------------------------------------|
| Office of the Secretary | Bureau of Aeronautics |
| Office of the Assistant Secretary | Bureau of Construction and Repair |
| Office of the Chief of Naval Operations | Bureau of Yards and Docks |
| Bureau of Navigation (Naval Observatory-Hydrographic Office) | Bureau of Supplies and Accounts |
| Bureau of Ordnance | Bureau of Medicine and Surgery |
| Bureau of Engineering | Office of the Judge Advocate General |
| | Marine Corps Headquarters |

ACTIVITIES

General Superintendence of the Navy.—The Secretary of the Navy has the general superintendence of construction, manning, armament, equipment, maintenance, and employment of vessels of war and performs such other duties as the President, who is Commander-in-Chief, may direct.

General Administrative Control.—*Material Activities.*—The Assistant Secretary of the Navy, under the Secretary, has the general administrative control of the material activities of all shore establishments of the Navy; the supervision of the preparation of departmental estimates by the Budget Officer and performs such additional duties as the Secretary may direct.

Supervision of Naval Aeronautics.—The Assistant Secretary for Aeronautics is charged with the supervision of naval aeronautics and the coordination of its activities with other governmental agencies, and performs such other duties as may be assigned by the Secretary. (This office is unfilled.)

Clerical and Business Operations.—As administrative assistant to the Secretary and Assistant Secretaries of the Navy, the chief clerk has administrative control over the clerical force and responsibility for the general business operations of the Navy Department, involving supervision over matters relating to the employees of the department; responsibility for the enforcement of departmental regulations general in their nature; supervision over the Navy Department post office; supervision over expenditures from appropriations for contingent and miscellaneous expenses of the department and printing and binding and partial supervision over expenditures from appropriations, "Miscellaneous expenses", and "Contingent, Navy"; he has custody of the records and files of the Secretary's office and supervision of the receipt, distribution, and transmission of the official mail and correspondence of that office; and performs such other duties as may be required by the Secretary or Assistant Secretaries of the Navy.

Supervision of Guam and American Samoa.—The Office of Island Governments, administered by a division of the office of the Chief of Naval Operations, assists the Secretary in his supervision of the governments of Guam and American Samoa, United States possessions under naval administration.

OFFICE OF THE CHIEF OF NAVAL OPERATIONS

The Chief of Naval Operations

Fleet Operations and War Plans.—The Chief of Naval Operations, under the direction of the Secretary of the Navy, is charged with the operations of the Fleet and with the preparation and readiness of plans for its use in war (act of March 3, 1915).

Miscellaneous Duties of Chief of Naval Operations.—The duties of the Chief of Naval Operations include the direction of the Office of Naval Intelligence and the Division of Fleet Training; the operation of the Communication Service, of Naval Districts, of vessels assigned to the Naval Reserve, and of Mines and Mining; the operations of the Marine Corps, except when operating with the Army or on other detached duty by order of the President; and the operations of Coast Guard vessels when operating with the Navy; and the direction of all strategic and tactical matters, organization of the fleet, maneuvers, gunnery exercises, drill and exercises, and the training of the fleet for war.

Readiness of Fleet for War.—He coordinates all repairs and alterations to vessels and the supply of personnel and material thereto so as to insure at all times the maximum readiness of the fleet for war.

Coordination and Fleet Efficiency.—He keeps all Bureaus and Offices of the Navy Department informed in regard to action within their cognizance that is at anytime necessary or desirable to improve the war efficiency of the fleet, and arranges for the coordination of effort of his office and of the bureaus and other offices of the Navy Department in relation thereto.

Movements of Naval Vessels.—Under the direction of the Secretary of the Navy he directs the movements and operations of vessels of the Navy, including the time of their assignment for docking, repairs and alterations, and prepares schedules and issues orders in regard thereto.

Fleet Service Records.—The Chief of Naval Operations keeps records of service of fleets, squadrons, and ships.

Advice on Ship Design and Material for Fleet.—He advises the Secretary in regard to the military features and design of all new ships and as to any alterations of a ship which may affect her military value; as to the location, capacity, and protection of navy yards and naval stations, including all features which affect their military value; also, as to matters pertaining to fuel reservations and depots, the location of radio stations, visual signal stations, reserves of ordnance and ammunition, fuel, stores, and other supplies of whatsoever nature, with a view to meeting effectively the demands of the fleet.

Insular Governments and Foreign Relations.—He advises the Secretary of the Navy on all business of the Department in regard

to insular governments and foreign relations, and all correspondence in regard to these matters is presented for the Secretary's action through his office.

Navy Instructions and Regulations.—The Chief of Naval Operations is charged with the preparation, revision, and record of regulations for the government of the Navy, general orders, tactical instructions, drill books (except such as are issued by the Bureau of Navigation for the individual instruction of officers and enlisted men), signal codes, and cipher codes.

Cooperation of other Agencies in Formulation of War Plans.—In preparing and maintaining in readiness plans for the use of the fleet in war, he freely consults with and has the advice and assistance of the various bureaus, boards, and offices of the Department and the Marine Corps headquarters in matters coming under their cognizance. After the approval of any given war plans by the Secretary it is the duty of the Chief of Naval Operations to assign to the bureaus, boards, and offices such parts thereof as may be needed for the intelligent carrying out of their respective duties in regard to such plans and their maintenance in constant readiness. In carrying out his duties he utilizes the facilities of the appropriate bureaus and offices of the Navy Department.

Observation of Fleet Operations.—The Chief of Naval Operations from time to time witnesses the operations of the fleet as an observer.

Divisions of Office.—The Office of the Chief of Naval Operations is composed of ten divisions: Secretarial, Central, War Plans, Ship Movement, Intelligence, Communications, Fleet Maintenance, Naval Districts, Inspection, and Fleet Training.

Assistant to the Chief of Naval Operations

Next in Authority to Chief of Naval Operations.—An officer on the active list of the Navy is detailed by the Secretary of the Navy as Assistant to the Chief of Naval Operations. In case of the death, resignation, absence, or sickness of the Chief of Naval Operations, the Assistant to the Chief of Naval Operations, unless otherwise directed by the President, performs the duties of the chief until his successor is appointed or such absence or sickness shall cease. The Assistant to the Chief of Naval Operations is next in authority to the chief. He has charge of the administrative details and coordinates the activities of all divisions.

Duties of Secretarial Division.—The Secretarial Division has charge of secret and confidential files; records of civilian personnel and supervision of clerical forces; procurement and delivery of supplies and printing; and mail.

Duties of Central Division.—The Central Division is the immediate staff of the Chief of Naval Operations. It has cognizance of the United States naval policy; organization; current plans;

budget matters; legislation; department publications; liaison with bureaus, Government departments, and Congress; places under naval occupation; international affairs; visits of naval forces in foreign waters or territory; matters pertaining to treaties and conventions; and all matters not within the cognizance of any other division, and matters requiring central coordination. The Office of Island Governments is included in this Division.

Duties of War Plans Division.—The War Plans Division has cognizance of the preparation of basic war plans; development projects in support of war plans and liaison with war colleges; and has membership on the Joint Army and Navy Board and on the Aeronautical Board.

Duties of Ship Movements Division.—The Ship Movements Division directs movements of all naval vessels and aircraft; prepares operating force plans and organization of naval forces; naval transportation service; liaison with Shipping Board and Merchant Marine.

Duties of Intelligence Division.—The Intelligence Division has cognizance of collection, evaluation, and dissemination of information; censorship; public relations; library and naval records of historical value; maintains naval attachés abroad and is official channel of communication for all foreign naval attachés in the United States; and maintains liaison with investigating services of other Government departments.

Duties of Communications Division.—The Communications Division has cognizance of the administration, organization, and operation of all systems of rapid communication within the naval service; operation of naval direction finder system; preparation of codes and ciphers; issue of secret and confidential publications; liaison with Post Office Department for postal service matters affecting the Navy.

Duties of Fleet Maintenance Division.—The Fleet Maintenance Division coordinates the work of the bureaus on repairs and alterations to vessels and supply of material thereto; regulates flow of ship work to navy yards; advises in regard to military features of new ships and extensive alterations affecting military features; and coordinates plans for material procurement for a major emergency.

Duties of Naval Districts Division.—The Naval Districts Division has cognizance of naval district matters regarding general policy, organization, military administration, and defensive measures. It is charged with initiation and formulation of the Department's policies relative to size, organization, administration, training, and mobilization of Naval Reserve. It supervises the transfer, loan, and sale of naval vessels, and the procurement of private vessels for naval use. It has cognizance of all military matters in connection with shore stations and projects which affect the maintenance and operation of the fleet.

Duties of Inspection Division.—The Inspection Division conducts inspections in trials of newly constructed naval vessels, including aircraft, and, at intervals specified by law, inspects all vessels of the Navy. It has membership on the Joint Merchant Vessel Board.

Duties of Fleet Training Division.—The Fleet Training Division has cognizance of tactical, gunnery, engineering, damage control, and communication training of naval forces; preparation of instructions and manuals governing operation of naval forces in training for war and in actual war; and of chemical warfare.

BUREAU OF NAVIGATION

General Administration of Navy Personnel.—The Bureau of Navigation, under the direction of the Secretary of the Navy, is charged with and responsible for the procurement, education, training, discipline, and distribution of officers and enlisted personnel of the Navy, including the Naval Reserve and the Reserve Officers' Training Corps, except the professional education of officers, nurses, and enlisted men of the Medical Department.

Navigational Supplies, Surveys, and Nautical Information.—It is charged with the supply of ships' navigational outfits, including instruments, and with their maintenance and repairs, except those specifically assigned to other cognizance; with ocean and lake surveys; with the collection of foreign surveys; with the publication and supply of charts, sailing directions, and nautical works, and the collection and dissemination of all nautical, hydrographic, and meteorological information to ships and aircraft; with pilotage; and with libraries.

Establishments under Supervision of Bureau of Navigation.—It is charged with the upkeep, operation, and repair of the Naval Academy, Postgraduate School, Naval War College, Schools for the Training of Enlisted Men, Training Stations, Naval Home, Naval Observatory, and Hydrographic Office, and with the direction of receiving ships and stations.

Issuance of Orders to Naval Officers.—The Bureau issues records and enforces the orders of the Secretary of the Navy to the individual officers of the Navy and of the Naval Reserve.

Recruiting and Discharge of Naval Personnel.—It has under its direction recruiting stations, and supervises the enlistment and discharge of all enlisted persons.

Administration of Naval Reserves.—The Bureau has under its direction the organization and administration of the Naval Reserve, and provides for the mobilization of all these Reserves.

Transportation for Naval Personnel.—It has cognizance of transportation for all naval personnel except the Marine Corps.

Ship Complements and Allowances.—The Bureau establishes the complements and allowances of ships.

Service Records.—It keeps the records of service of all officers and men, and prepares an annual Navy Register for publication.

Navy Appointments and Commissions.—It is charged with all matters pertaining to application for appointments and commissions in the Navy and with the preparation of such appointments and commissions for signature.

Navy Regulations.—The Bureau is charged with the preparation, revision, and enforcement of all regulations governing uniforms, and with the distribution of general orders and regulations.

Naval Discipline.—Questions of naval discipline, rewards, and punishments are submitted by this bureau for the action of the Secretary of the Navy. The records of all general courts martial and courts of inquiry involving the personnel of the Navy are, before final action, referred to this Bureau for comment and recommendation as to disciplinary features.

Individual Service Reports.—The Bureau receives all reports of services performed by individual officers or men.

Naval Ceremonies and Etiquette.—It is charged with the enforcement of regulations and instructions regarding naval ceremonies and naval etiquette.

Welfare and Recreation of Naval Service.—It is charged with the supervision of the welfare and recreational activities of the Naval Service except those under the cognizance of the Marine Corps.

Naval Observatory, Bureau of Navigation

Correct Time Service.—The Naval Observatory at Washington, D.C., broadcasts time signals twenty times daily. Signals are broadcast at every hour except 9 a.m., 11 a.m., 9 p.m., and 11 p.m. In addition to establishing standard time for the country and making it possible for the navigator at sea to determine his chronometer error and position, these signals are used by surveyors, engineers, and scientific workers for the determination of position, measurements of gravity, and radio frequencies and other purposes requiring exact time. In order to meet the needs of all who may have use for them a number of different frequencies are used in broadcasting the signals via the naval radio stations at Arlington and Annapolis. Three of the daily signals are also retransmitted by the station at Mare Island, Calif., and the noon signals are also distributed by telegraph. Naval radio stations at Honolulu and in the Canal Zone transmit time signals which are based on Naval Observatory time.

Instruments for Ships and Aircraft.—The administration for the development, supply, upkeep, repair, and inspection of navigational, aeronautical, and aerological instruments for the ships and aircraft of the Navy is performed by the Naval Observatory.

Astronomical Observations.—The Naval Observatory maintains continuous observations for absolute positions of the fundamental stars, and the independent determination, by observations of the sun.

of the position of the ecliptic and of the Equator among the stars, and of the positions of the stars, moon, and planets, with reference to the Equator and equinoxes, in order to furnish data to assist in preparing the American Ephemeris and Nautical Almanac and improving the tables of the planets, moon, and stars.

Preparation of Almanac Information.—The Nautical Almanac Office of the Naval Observatory computes and prepares for publication the American Ephemeris and its supplements. In addition, there is carried on the essential research work of deriving improved values of the fundamental astronomical elements and embodying them in new tables of the celestial motions.

Information on Eclipses.—One of the many scientific duties of the Naval Observatory is the determination and promulgation of information in connection with all solar and lunar eclipses. For many years it has been the practice to distribute pamphlets containing all of the astronomical data in connection with coming total solar eclipses.

Hydrographic Office, Bureau of Navigation

Collection and Dissemination of Hydrographic Information.—The Hydrographic Office is charged with the execution of hydrographic surveys in foreign waters and on the high seas; the collection and dissemination of hydrographic and navigational information and data; the preparation and printing by its own personnel and with its own equipment of maps and charts relating to and required in navigation, including confidential, strategical, and tactical charts required for naval operations and maneuvers; the preparation and issue of sailing directions (pilots), light lists, pilot charts, navigational manuals, periodicals, and radio broadcasts for the use of all vessels of the United States and for the benefit and use of navigators generally; the furnishing of the foregoing to the Navy and other public services, and the sale to the mercantile marine of all nations and to the general public, at the cost of printing and paper. It maintains intimate relations with the hydrographic offices of all foreign countries and with the International Hydrographic Bureau, Monaco, and (through branch hydrographic offices and sales agents) with mariners and the general public.

Publication of Navigational Charts and Aircraft Information.—The Hydrographic Office is charged with the publication and supply of United States coastal aviation charts; aviation charts and publications for special naval purposes; as well as the collection and dissemination of timely information which will contribute to the safe navigation of aircraft.

Cooperation in Research Work.—The Hydrographic Office cooperates with the National Academy of Sciences by conducting research work in oceanography, especially in soundings and in the collection of data on the temperature of the surface of the sea.

BUREAU OF ORDNANCE

Supervision of Naval Ordnance.—The Bureau of Ordnance, under the direction of the Secretary of the Navy, is charged with and responsible for the design, manufacture, procurement, maintenance, issue, and efficiency of all offensive and defensive arms and ammunition (including armor, torpedoes, mines, depth charges, pyrotechnics, bombs, ammunition, war explosives, war chemicals) and, except as specifically assigned to other cognizance, optical and other devices and material for the control of guns, torpedoes, and bombs.

Ordnance Establishments under Supervision of Bureau.—It is charged with the upkeep and operation of the following naval ordnance establishments, and with their repairs, within the capacity of the force employed: Naval Gun Factories, Naval Ordnance Plants, Naval Torpedo Stations, Naval Proving Grounds, Naval Powder Factories, Naval Ammunition Depots, Naval Magazines on Shore, and Naval Mine Depots.

BUREAU OF ENGINEERING

Design of Ship Machinery and Related Equipment.—The duties of the Bureau of Engineering comprise all that relates to the designing, building, fitting out, repairing, and altering of machinery and its related equipment used for the propulsion of naval ships. It has the same cognizance and responsibility over the following machinery not associated with propulsion equipment: Pumps (except motor-driven pumps for drainage and for distribution of fresh water for ship's use); distilling apparatus; refrigerating apparatus (except for small self-contained units); steam and electric heaters; all air compressors (except those required for adjusting and diving on submarines and those for galley use); all steam connections and piping on ships; and all small power-boat machinery.

Supervision of Electrical and other Apparatus.—It has cognizance of all that relates to electric generating sets and storage batteries; the generation and distribution of electric power on board ship for all purposes; all means of interior communication, including telephones and telegraphs of all description; the size of voice tubes and the location of outlets; all electrical methods of signalling, internal and external; all other electrical apparatus on board ship, except gyrocompass and anemometer equipment (Bureau of Navigation); fire-control instruments (Bureau of Ordnance); galley ranges and ovens (Bureau of Construction and Repair); and motors and control appliances used to operate machinery under the specific cognizance of other bureaus.

Supervision of Radio and Sound Equipment.—It is charged with the design, manufacture, installation, and maintenance of all radio and sound equipage, ashore and afloat, including all appliances, used

by the Naval Communication Service, except such material as is assigned to other cognizance.

Supervision of Fuel.—It inspects all fuel for the fleet. It prepares recommendations for the purchase on annual contracts of consumable engineering supplies and conducts tests for determining the quality which these supplies must meet. It prepares the specifications for the yearly contract under which lubricating oil is purchased by the Navy and by all other Federal activities.

Naval Agencies under Bureau of Engineering.—It has supervision and control of the upkeep and operation of the Naval Research Laboratory, Anacostia, D.C., the Engineering Experiment Station, Annapolis, Md., the Naval Boiler Laboratory, Philadelphia, Pa., and jointly with the Bureau of Construction and Repair, of the Material Laboratory, Navy Yard, New York, N.Y., and employs these activities for conducting necessary tests and investigations to obtain suitable apparatus and material for naval purposes.

Material Specifications and Tests.—The Bureau prepares specifications and prescribes tests for material and machinery under its cognizance. It is represented on many of the national standardization and engineering bodies.

Field Forces of Bureau of Engineering.—It maintains in the field, offices of inspectors of machinery who are directly under the administrative control of the Bureau of Engineering, and also maintains jointly with the Bureaus of Ordnance, Bureau of Aeronautics, and Bureau of Construction and Repair, the offices of the inspectors of naval material. In the offices of inspectors of machinery a force of trained naval and civilian experts is maintained for the inspection of machinery and engineering materials generally entering into the construction of new vessels; this force interprets and enforces strict compliance with the engineering specifications for the construction of vessels as regards the characteristics of the material used and the method of installation of completed parts. The offices of the inspectors of naval material, which are also composed of trained naval and civilian experts, are maintained for the purpose of inspecting and insuring strict compliance with the specifications of materials purchased for the maintenance of the Naval Establishment. These offices are available to and frequently are used by other Federal departments for the inspection of material purchased for Government use.

Nomination of Officers for Engineering Duty with Bureau of Navigation.—It nominates to the Bureau of Navigation specially qualified officers for engineering duties at sea and on shore, including those for duty as inspectors of machinery and naval material.

Issuance of Machinery Instructions and Engineering Information.—It compiles and issues instructions for the operation, care, and maintenance of engineering equipment and prepares and issues bulletins of official engineering information.

BUREAU OF AERONAUTICS

Supervision of Naval Aeronautics.—The Bureau of Aeronautics is charged with matters pertaining to naval aeronautics as may be prescribed by the Secretary of the Navy (sec. 8, act of Congress, July 12, 1921).

Construction and Equipping of Naval and Marine Corps Aircraft.—The Bureau of Aeronautics, under the direction of the Secretary of the Navy, is charged with and responsible for all that relates to the design, construction, fitting out, testing, repair, and alteration of naval and Marine Corps aircraft and, except as specifically assigned to other cognizance, instruments, equipment, and accessories pertaining thereto. It provides aircraft in accordance with approved operating plans.

Maintenance of Aircraft Shore Establishments.—It is charged with the upkeep and operation of all aeronautic shore establishments of the Navy and Marine Corps, exclusive of aircraft operations, and with their repairs, within the capacity of the force employed.

Aeronautical Recommendations.—The Bureau makes recommendations covering all aeronautic matters as to operations, personnel, and material to the appropriate bureaus and offices of the Navy Department and the Headquarters, Marine Corps. When not prescribed by the United States Navy Regulations, specific assignment of cognizance is as stated in the Manual of the Bureau of Aeronautics.

BUREAU OF CONSTRUCTION AND REPAIR

Ship Designing.—The Bureau of Construction and Repair, under the direction of the Secretary of the Navy, is charged with and responsible for the general design, the structural strength, stability, and seaworthiness of all ships of the Navy except airships.

Vessel Repairs and Outfitting.—It is charged with and is responsible for all that relates to details of designing, building, fitting out, and repairing of hulls of vessels, district craft (except those of the Bureau of Yards and Docks), and small boats; and the provision and installation of all permanent fittings; and, except as specifically assigned to other cognizance, auxiliaries, appliances, and articles of equipage on its approved allowance list.

Plans and Data on Ship Design.—It prepares and submits outline preliminary plans, approximate data, or both, showing the designs of the new ship in accordance with the military characteristics recommended by the General Board and approved by the Secretary of the Navy. For the purpose of preparing the outline preliminary plans, it consults the other bureaus of the Navy Department with regard to the features under their respective cognizance.

The outline preliminary plans when completed and the approximate data necessary for an understanding thereof are forwarded by it, together with such comment and recommendation as may appear necessary, to the Secretary of the Navy, who refers the same to the General Board for consideration and recommendation.

During the preparations of the final designs of a new vessel each bureau prepares a detailed statement of all objects under its cognizance which it is proposed to install during construction and fitting out complete for sea of the vessel. A copy of such statement is furnished to the Bureau of Construction and Repair when requested by that Bureau together with such itemized estimates of weight and position of centers of gravity as may be required by that Bureau. This statement and estimates of weights and positions of centers of gravity is to be furnished in sufficient time before the final plans are submitted to the Secretary of the Navy for approval to permit the Bureau of Construction and Repair to prepare the plans without delay and to determine fully the matters of displacement, trim, stability, and strength.

Within three months after the commissioning of a new vessel, a detailed statement, itemized as above, is furnished the Bureau of Construction and Repair by each other bureau concerned in which the actual weights and revised estimates of the positions of centers of gravity shall be given where necessary.

Ship Keepers.—It provides ship keepers for the care of vessels and district craft (except those of the Bureau of Yards and Docks) not in commission.

Salvage of Vessels.—The Bureau is responsible for the provision of facilities and arrangements for salvage of vessels.

Drydocks.—It has administrative supervision of the drydocking of all vessels and district craft and of the operating and cleaning of drydocks and marine railways.

Diving and Other Equipment.—It is charged with the design, development, and procurement of materials and appliances for defense against gas attacks except as specifically assigned to other cognizance; diving gear and experimental diving units, and respiratory protective devices; paravanes, and mine-sweeping gear.

Experimental Work.—The Bureau is charged with the upkeep and operation of the experimental model basin and wind tunnel and the Materials Laboratory, Navy Yard, New York (joint cognizance with the Bureau of Engineering), and with their repairs except as excluded in article 484.

BUREAU OF YARDS AND DOCKS

Design and Construction of Public Works.—The duties of the Bureau of Yards and Docks comprise all that relates to the design and construction of public works, such as drydocks, marine rail-

ways, building ways, harbor works, quay walls, piers, wharves, slips, dredging, landings, floating and stationary cranes, power plants, coaling plants; heating, lighting, telephone, water, sewer, and railroad systems; roads, walks, and grounds; bridges, radio towers, and all buildings, for whatever purpose needed, under the Navy and Marine Corps.

Repair and Maintenance of Public Works.—It has cognizance over repairs to the same and provides for general maintenance (except at the naval proving ground, the naval torpedo stations, the naval air stations, the naval training stations, the Naval Academy, the naval magazines, naval hospitals, and Marine posts).

Public Works Designs and Estimates.—It designs and makes the estimates for the public works after consulting as to their operating features with the bureau or office for whose use they are primarily intended.

Navy Transportation.—It has charge of all means of transportation, such as locomotives, locomotive cranes, cars, derricks, shears, motor trucks, and all vehicles, horses, teams, and necessary operators and teamsters in the navy yards and naval stations.

Furniture for Naval Buildings.—It provides the furniture for all buildings (except at ordnance stations, hospital, the Naval Academy, and Marine posts).

Direction of Bureau's Work.—In general, the work of the Bureau is carried out by commissioned officers of the Corps of Civil Engineers, United States Navy, whose major duties comprise the construction and maintenance of the public works of the Navy.

BUREAU OF SUPPLIES AND ACCOUNTS

Navy Supplies.—The duties of the Bureau of Supplies and Accounts comprise all that relates to the purchase (including the preparation and distribution of schedules, proposals, contracts, and bureau orders and advertisements, connected therewith, and the Navy's list of acceptable bidders), reception, storage, care, custody, transfer, shipment, issue of, and accounting for all supplies and property of the Naval Establishment except medical supplies (but including their purchase) and supplies for the Marine Corps.

Navy Clothing Factories.—The paymaster general of the Navy has direction of the naval clothing factories and their cost of operation.

Requisitions, Accounting, and Storehouses.—He has supervision over requisitions and service covering provisions, clothing, and canteen stocks; allotments under S and A appropriations and the accounting for allotments for ships under all appropriations; the preparation and issuance of allowance lists for ships and S and A material; the disposition of excess stocks accumulated at the various yards and the upkeep of naval supply account stock; he recommends

to the Bureau of Yards and Docks the interior arrangements of storehouses ashore and to the Bureau of Construction and Repair the character of the permanent galley fittings and interior storeroom arrangement of all naval vessels.

Disposal of Surplus Supplies.—The paymaster general has direction of the sale of condemned, salvaged, and scrap, or other materials, and the transfer thereof from point to point.

Procurement of Navy Fuel.—He procures all coal, fuel oil, and gasoline for Navy use, including expenses of transportation, leased storage, and handling the same, and water for all purposes on board naval vessels, and the chartering of merchant vessels for transportation purposes.

Fuel and Supply Ships and Fuel Plants.—The paymaster general of the Navy is charged with the procurement and loading of cargoes of supply ships, colliers, and tankers, and with the upkeep and operation of fueling plants.

Navy Supply Funds.—He has charge of all that relates to the supply funds for Navy disbursing officers and the payment for articles and services for which contract and agreements have been made by proper authority.

Property and Money Accounts of Naval Establishment.—The paymaster general of the Navy is responsible for the keeping of the property and money accounts of the Naval Establishment, including accounts of all manufacturing and operating expenses at navy yards and stations; the direction of naval cost accounting and the audit of property returns from ships and stations.

Appropriations Estimates.—He prepares the estimates for the appropriations for freight, fuel, provisions, and clothing for the Navy, the maintenance of the supply, accounting, and disbursing departments at navy yards and stations, and for the pay of all officers and enlisted men of the Navy.

Detail of Supply Corps Officers.—He originates the details to duty of officers of the supply corps.

BUREAU OF MEDICINE AND SURGERY

Maintenance of Navy Health, Medical Records, and Medical Personnel.—The Bureau of Medicine and Surgery, under the direction of the Secretary of the Navy, is charged with and responsible for the maintenance of the health of the Navy, for the care of the sick and injured, for the custody and preservation of the records, accounts, and properties under its cognizance and pertaining to its duties, and for the professional education and training of officers, nurses, and men of the Medical Department.

Naval Hospitals and Medical Establishments.—It is charged with the management and control of all naval hospitals, medical supply depots, medical laboratories, the naval medical school, and of all

technical schools established for the education or training of members of the Medical Corps, Dental Corps, Nurse Corps, and Hospital Corps, and with their upkeep and operation.

Maintenance of Navy Sanitation Standards.—The Bureau of Medicine and Surgery provides for inspection of the sanitary condition of the Navy, and recommends with respect to all questions connected with hygiene and sanitation affecting the service. It advises with the department and other bureaus in reference to the sanitary features of ships under construction and in commission, regarding berthing, ventilation, and location of quarters for the care and treatment of the sick and injured; of the provisions for the care of wounded in battle; and, in the case of shore stations, with regard to health conditions depending on location, the hygienic construction and care of public buildings, especially of barracks and other habitations, such as camps.

It also advises concerning matters pertaining to clothing and food, to water supplies used for drinking, cooking, and bathing purposes, and to drainage and disposal of wastes, so far as these affect the health of the Navy. It safeguards the personnel by the employment of the best methods of hygiene and sanitation, both afloat and ashore, with a view to maintaining the highest possible percentage of the personnel ready for service at all times, and adopts for use all such devices or procedures as may be developed in the sciences of medicine and surgery as will in any way tend to an increase in military efficiency.

Physical and Other Examinations.—It is the duty of the Bureau of Medicine and Surgery to provide for the physical examination of officers, nurses, and enlisted men, with a view to the selection or retention of those only whose physical condition is such as to maintain or improve the military efficiency of the service if admitted or retained therein. It passes upon the competency, from a professional standpoint, of all men of the Hospital Corps for enlistment, enrollment, and promotion by means of examination conducted under its supervision or by such forms as it may prescribe.

Assignment of Medical Personnel.—The Bureau of Medicine and Surgery recommends to the Bureau of Navigation the complement of Medical Department personnel for hospitals and hospital ships, and also recommends and has information as to the assignment and duties of medical officers, dental officers, and Hospital Corps men. It is charged with the administration of the Nurse Corps, and has power to appoint and remove all nurses, subject to the approval of the Secretary of the Navy.

Hospital and Medical Supplies.—It requires for and has control of the preparation, reception, shortage, care, custody, transfer, and issue of all supplies of every kind used in the Medical Department for its own purposes; and has charge of the civilian force employed at naval hospitals, medical supply depots, medical laboratories, the

naval medical school, and at all technical schools for the education or training of Medical Department personnel.

Hospital Ships.—It approves the design of hospital ships insofar as relates to their efficiency for the care of the sick and wounded, and provides for the organization and administration of the medical department of such vessels.

Care of the Dead.—The arrangements for care, transportation, and burial of the dead are under the jurisdiction and control of the Bureau of Medicine and Surgery.

OFFICE OF THE JUDGE ADVOCATE GENERAL OF THE NAVY

Charge of Naval Legal Matters.—The Judge Advocate General of the Navy in accordance with the statute creating his office, has cognizance of all matters of law arising in the Navy Department and performs such other duties relating thereto as may be assigned him by the Secretary of the Navy.

Legal Aspects of Courts Martial and Other Personnel Matters.—The duties of the Judge Advocate General of the Navy are to revise and report upon the legal features of and to have recorded the proceedings of all courts martial, courts of inquiry, boards of investigation and inquest, boards for the selection of officers for promotion, boards for the examination of officers for retirement and promotion in the naval service, and boards for the examination of candidates for appointment as officers in the naval service other than midshipmen.

He prepares charges and specifications for courts martial, the necessary orders convening courts martial in cases where such courts are ordered by the Secretary of the Navy, and court-martial orders promulgating the final action of the reviewing authority in general courts-martial cases (except those of enlisted men convened by officers other than the Secretary of the Navy). He prepares the necessary orders convening courts of inquiry and boards for the examination of officers for promotion and retirement, for the selection of officers for promotion, for the examination of all candidates for appointment as officers in the naval service other than midshipmen, and in the Naval Reserve, where such courts and boards are ordered by the Secretary of the Navy. He conducts all official correspondence relating to such courts and boards.

Miscellaneous Legal Functions.—It is also the duty of the Judge Advocate General of the Navy to examine and report upon all questions relating to rank and precedence, to promotions and retirements, and to the validity of the proceedings in court-martial cases. All matters relating to the supervision and control of naval prisons and prisoners (including prisoners of war), the removal of the mark of desertion, the correction of records of service of the naval personnel, certification of discharge in true name, and pardons are under his jurisdiction, as are the interpretation of statutes, references to the

General Accounting Office, proceedings in the civil courts by or against the Government or its officers, and the preparation of advertisements, proposals, and contracts. He supervises matters pertaining to insurance, patents, the sufficiency of official, contract, and other bonds and guarantees, and claims by or against the Government. He conducts the correspondence respecting the foregoing duties, including the preparation for submission to the Attorney General of all questions which the Secretary of the Navy may direct to be submitted.

Drafting of Proposed Legislation.—It is the duty of the Judge Advocate General of the Navy to examine and report upon all bills and resolutions introduced in Congress and referred to the department for report, to draft all proposed legislation arising in the Navy Department, and to conduct the correspondence in connection with these duties.

International Law.—The study of international law is assigned to the Office of the Judge Advocate General of the Navy. He examines and reports upon questions of international law as may be required.

Matters of Title.—He is charged, under the special instructions of the Secretary of the Navy, with the searching of titles, purchase, sale transfer, and other questions affecting lands and buildings pertaining to the Navy, and with the care and preservation of all muniments of title to land acquired for naval uses.

Opinions by the Judge Advocate General.—No oral or informal opinions are rendered by the Office of the Judge Advocate General of the Navy. Formal opinions or decisions in writing are rendered only when directed by the Secretary of the Navy, and such opinions or decisions are the basis of official action by any bureau or office or officer of the Navy Department or Marine Corps only after the approval of such opinion or decision by the Secretary of the Navy.

HEADQUARTERS UNITED STATES MARINE CORPS

General Administration of Marine Corps Personnel.—The Major General Commandant of the Marine Corps, under the direction of the Secretary of the Navy, is charged with and responsible for the procurement, discharge, education, training, discipline, and distribution of officers and enlisted personnel of the Marine Corps, including the Marine Corps Reserve, and their administration and general efficiency. The headquarters is organized as the office of the Major General Commandant and three staff departments.

Recruiting, Assignment, Transportation, and Instruction of Marine Corps.—The assistant to the Major General Commandant has general supervision over recruiting, assignments and complements of officers and enlisted men, passports, transportation on naval transports, and Marine Corps Institute and post schools (other than military).

Operations and Training.—The director of operations and training, under the Major General Commandant, has cognizance of military intelligence, operations, training, material, and aviation.

Adjutant and Inspector.—The adjutant and inspector has general supervision of claims of officers and enlisted men, courts martial, courts of inquiry, investigations, etc.; historical archives; inspections; post exchanges; appointment, examination, promotion, reduction, and retirement of commissioned and warrant officers; military records; discharges, promotion, and reduction of noncommissioned officers; casualties; insignia.

Paymaster.—The paymaster has supervision of questions relating to pay, allowances, bonus, gratuities, mileage, travel expenses, allotments, insurance, etc., to officers and enlisted men; deficiency and other estimates for pay, etc.

Quartermaster.—The quartermaster has supervision of matters relating to the purchase of military supplies for the Marine Corps, including subsistence, construction material, and labor; pays all expenses of the corps except those pertaining to paymaster's department; has jurisdiction over quarters, barracks, and other public buildings provided for officers and enlisted men, and repairs, alterations, and improvements thereto; vehicles for the transportation of troops and supplies; public animals and their equipment; furnishes means of transportation for movement of troops; prints and issues blank forms for the Marine Corps.

Approved.

CLAUDE A. SWANSON,
Secretary of the Navy.

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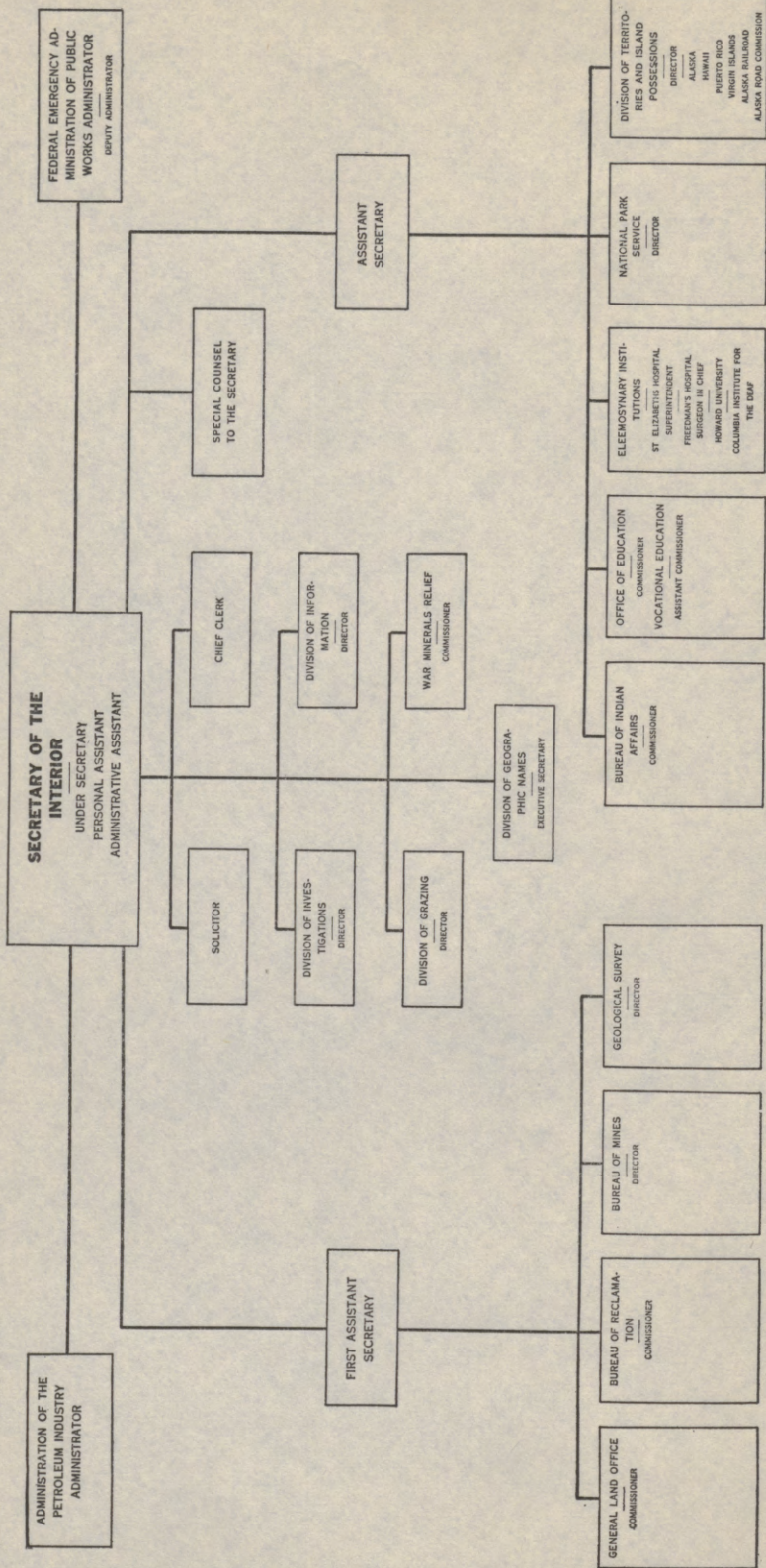
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EXHIBIT 100-70 (2) (MAY 1961)

DEPARTMENT OF THE INTERIOR



DEPARTMENT OF THE INTERIOR

OFFICIALS

HAROLD L. ICKES, *Secretary of the Interior*; CHARLES WEST, *Under Secretary*; THEODORE A. WALTERS, *First Assistant Secretary*; OSCAR L. CHAPMAN, *Assistant Secretary*; HARRY SLATTERY, *Personal Assistant to the Secretary*; EBERT K. BURLEW, *Administrative Assistant and Budget Officer*; FRED L. MARX, *Private Secretary to the Secretary*; FLOYD E. DOTSON, *Chief Clerk*; NATHAN R. MARGOLD, *Solicitor*;^{*} LOUIS R. GLAVIS, *Director of Investigations*; STUART GODWIN, *Director of Information*; JOHN HARVEY, *Chief, Classification Division*; MRS. J. ATWOOD MAULDING, *Chief, Division of Appointments, Mail, and Files*; WALTER B. FRY, *Purchasing Officer*; FRANK C. UPDIKE, *Chief, Miscellaneous Service Division*; ERNEST GRUENING, *Director, Division of Territories and Island Possessions*; FARRINGTON R. CARPENTER, *Director of Grazing*; GEORGE C. MARTIN, *Executive Secretary, Division of Geographic Names*;^{*} FRED W. JOHNSON, *Commissioner, General Land Office*; JOHN COLLIER, *Commissioner of Indian Affairs*; JOHN W. STUDEBAKER, *Commissioner of Education*; W. C. MENDENHALL, *Director, Geological Survey*; ELWOOD MEAD, *Commissioner, Bureau of Reclamation*; ARNO B. CAMMERER, *Director, National Park Service*; JOHN W. FINCH, *Director, Bureau of Mines*; WILLIAM A. WHITE, *Superintendent, St. Elizabeths Hospital*; WILLIAM A. WARFIELD, *Surgeon in Chief, Freedman's Hospital*; MORDECAI W. JOHNSON, *President, Howard University*; PERCIVAL HALL, *President, Columbia Institution for the Deaf*; ROSCOE FERTICH, *Commissioner, War Minerals Relief*; JOHN W. TROY, *Governor of Alaska*; JOSEPH B. POINDEXTER, *Governor of Hawaii*; LAWRENCE W. CRAMER, *Governor of Virgin Islands*; BLANTON WINSHIP, *Governor of Puerto Rico*; OTTO F. OHLSON, *General Manager, The Alaska Railroad*; JOHN W. TROY, *Ex Officio Commissioner in Charge of Work, Alaska Road Commission*

Information, Room 7129, Department of the Interior Building, F Street, between Eighteenth and Nineteenth Streets NW., Washington, D. C.

Telephone, DIstrict 1820, Branch 671

Creation and Authority.—The Department of the Interior was created by the Act of Congress approved March 3, 1849 (9 Stat. 395), titled "An Act to establish the Home Department." Many subsequent acts and Executive orders have alternately added to and subtracted from the duties and specific charges of the Department, but its purposes remain substantially the same as those for which it was originally created.

Purpose.—As the "Home Department", the Department of the Interior was charged with the responsibility for advancing the domestic interests of the people of the United States. While the duties and specific charges of the Department have become many and varied, all have to do with promoting the domestic welfare. The Interior Secretary's jurisdiction extends from the promotion of educational facilities and the maintenance of a hospital for the mentally

defective, to the supervision of mining operations and the management of The Alaska Railroad. He is Administrator for both the petroleum industry and the gigantic Public Works Administration. He administers the National Park Service, Geological Survey,* and various land and soil services.

The Bureau of Mines, originally placed in the Interior Department by Act of March 16, 1910 (36 Stat. 369), was transferred to the Commerce Department in 1925. There it remained for nine years until President Roosevelt, acting under the authority of the Act of March 3, 1933 (47 Stat. 1517), returned the Bureau to the Interior Department by Executive Order No. 6611, dated February 22, and effective April 24, 1934. The Bureau is charged with the investigation of methods of mining, preparation and utilization of mineral substances, with special reference to the safety of mine workers and the improvement of their working conditions, and the prevention of waste through increased efficiency. It also collects and publishes statistics covering the mineral production of the United States, and makes studies of economic problems affecting the mineral industries.

The Federal Board for Vocational Education, established as an independent agency by the act of February 23, 1917 (39 Stat. 929), was transferred to the Interior Department by Executive order of June 10, 1933, and on October 10, 1933, its functions were assigned to the Commissioner of Education. The Board serves in an advisory capacity without compensation in carrying out the purposes of the act, as amended, which provides for substantial financial aid to States, the District of Columbia, Hawaii, and Puerto Rico for promoting vocational education.

The Alaska Road Commission, created by Congress in 1905 to provide a system of highways for Alaska, was transferred from the War Department to the Department of the Interior by act of Congress approved June 30, 1932. Finances for this work are made available by a tax fund, collected in Alaska, Congressional appropriations, and contributions by the Territorial Legislature and individuals.

The Division of Territories and Island Possessions was created in the Department of the Interior by Executive Order No. 6726, dated May 29 and effective July 29, 1934, issued under authority of the act approved March 3, 1933 (47 Stat. 1517). Administration of the Governments of Hawaii, Alaska, and the Virgin Islands—territories already under the supervision of the Department of the Interior—was placed under the new division together with the jurisdiction over the civil affairs of Puerto Rico formerly exercised by the Bureau of Insular Affairs in the War Department. The order transferred all functions, personnel, records, supplies, equipment, property, and unexpended appropriations of the bureau, as pertaining to Puerto Rico, to the new division to be administered by the Secretary of the Interior.

Organization.—The Secretary of the Interior has as his chief aides the First Assistant Secretary and the Assistant Secretary. The former has under his supervision the General Land Office, the Bureau of Reclamation, the Geological Survey, and the Bureau of Mines. The latter supervises the Office of Indian Affairs, the Office of Education, the National Park Service, the eleemosynary institutions, and the Division of Territories and Island Possessions.

Directly under the Secretary and his personal and administrative assistants are the Solicitor, Chief Clerk, Office of Information, Division of Investigations, Division of Geographic Names, the War Minerals Relief Commission, Division of Grazing Control, the Petroleum Administration (through the Petroleum Administrative Board), and the Federal Emergency Administration of Public Works.

The principal bureaus, offices, and divisions of the Department are as follows:

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|-----------------------------------|--|
| General Land Office | Bureau of Reclamation |
| Office of Education | Bureau of Mines |
| Geological Survey | Division of Territories and Island Possessions |
| National Park Service | Petroleum Administration |
| Eleemosynary institutions: | The Alaska Railroad |
| St. Elizabeths Hospital | Alaska Road Commission |
| Freedmen's Hospital | Office of Information |
| Howard University | Office of the Solicitor |
| Columbia Institution for the Deaf | War Minerals Relief |
| Division of Investigations | Division of Geographic Names |
| Office of the Chief Clerk | Division of Grazing Control |
| Office of Indian Affairs | |

The Petroleum Administrative Board, and the Public Works Administration are dealt with separately for the purposes of this summary.

ACTIVITIES

The General Land Office

General Management of Public Lands.—This office supervises the survey, management, and disposition of the public lands and the minerals therein.

Field surveying.—It maintains a cadastral engineering service for the execution of surveys and resurveys of the public lands, the preparation and maintenance of plat and field-note records thereof, and the approval and platting of mineral surveys executed by United States mineral surveyors.

Adjudication of Public Land Claims.—It adjudicates all claims to the public lands initiated under the numerous public-land laws, including applications for coal, oil, and gas prospecting permits and leases, and grants railroad and other rights of way over the public lands.

Issuance and Recording of Land Patents.—The office issues land patents and furnishes certified copies of such patents and other records on file in the General Land Office.

Execution of Public Land Laws within National Forests.—It executes all laws relating to the surveying, prospecting, locating, appropriating, entering, reconveying, and patenting of all public lands within national forests.

Local Public Land Matters.—It maintains 25 district land offices in the western part of the United States and in Alaska to receive applications to enter public lands, take initial action thereon, render decisions, keep tract-book and plat records showing the status of the public lands, and give information.

The Bureau of Reclamation

Management of Irrigation Projects.—The Bureau directs the investigation of irrigation resources including the preparation of plans, construction, and operation of irrigation projects, together with incidental power development.

Administration of Reclamation Funds.—It directs the administration of funds provided for by the reclamation laws.

Supervision of Irrigated Lands.—The Bureau supervises the settlement and improvement of irrigated lands and the repayment of sums due to the Government from irrigators.

Boulder Dam and Colorado River Basin.—The Bureau has supervision over the construction of Boulder Dam and the development of the Colorado River Basin.

Grand Coulee Dam and Columbia River Basin.—The Bureau has supervision over the construction of the Grand Coulee power dam which is the initial construction of a project originally proposed to include the irrigation feature involving approximately 1,200,000 acres.

The Geological Survey

Geological Classification of Lands.—This Bureau is charged with classification of the Public lands and the examination of the geologic structure, mineral resources, and mineral products of the National domain.

Geological Investigations.—It investigates the geology of the United States and Alaska, including the distribution, structure, composition, history, interrelations, and use of rocks and mineral deposits; it engages in research in geologic and related problems; and prepares and issues geologic reports and maps.

Preparation of Topographic Maps.—The Bureau conducts topographic surveys and prepares and publishes topographic maps.

Investigation of Water Supplies.—It investigates and issues reports on the quantity, distribution, mineral quality, availability, and utilization of water supplies in the United States, and studies the production of hydroelectric power for public use.

Examination of Public Lands as to Mineral Resources and Other Values.—It examines and classifies public lands as to their mineral resources and their value for grazing, irrigation, and power development.

Supervision of Oil, Gas, and Mining Operations.—The Bureau supervises oil, gas, and mining operations on public lands included in prospecting permits and leases under mineral leasing laws.

*Division of Grazing Control

Administration of Grazing Districts.—This Division is charged with the administration of grazing districts established under the Taylor Grazing Act of June 28, 1934 (48 Stat. 1269).

Agricultural and Grazing Land Classification.—It makes all agricultural and grazing land classifications required by the various land laws.*

The Bureau of Mines

The Bureau investigates the causes of mine accidents and seeks means of preventing them; it instructs operators and miners in mine-safety methods, accident-prevention, and mine-rescue and recovery work; it assembles information covering the number and causes of mine accidents; it studies health hazards in the mineral industries and recommends remedial measures; its engineers inspect mines, mills, and smelters for the purpose of assembling, correlating, and later disseminating information which the industry has acquired through long experience; it conducts special studies in field and laboratory with a view to improving methods of mining, preparation, and utilization of mineral substances, including petroleum and natural gas. Economic analyses are made of mineral statistics compiled by the Bureau. Problems of distribution and marketing are studied to aid in promoting commerce in mineral products.

The Bureau tests fuels purchased for the Government. It operates a plant for the production of helium gas required by the Army and Navy air services. It conducts research into the methods of producing helium and supervises the explorations for new sources of supply for this gas. It has charge, during war periods, under the Act of October 26, 1917 (40 Stat. 385) of the issuance of licenses for the manufacture, distribution, storage, use, or possession of all explosives and their ingredients.

The Office of Indian Affairs

The Office of Indian Affairs has, under direction of the Secretary of the Interior, management of all Indian affairs and of all matters arising out of Indian relations. This includes the economic development of the Indian, both tribally and as an individual; Indian education in boarding schools, day schools, and community centers

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operated by the Government, and in public schools and other nongovernmental institutions; the health, medical, and sanitation activities; the land program, involving land acquisition and adjustment, tribal enrollment, land sales, and contracts; forestry, involving forest management, fire protection, grazing; irrigation, including construction, maintenance, and operation; the construction and upkeep of buildings at field units, and the construction and maintenance of roads and bridges on Indian lands; Indian emergency conservation work and other emergency activities; also the health and educational program for the natives of Alaska.

Under Public Law No. 335, 74th Congress, an Indian Arts and Crafts Board is set up within this office to establish standards and create Government marks of genuineness and quality for Indian commercial products.

The Office of Education

Compilation of Information on Education of the World.—This office directs educational surveys, collects and disseminates information on education in the United States and foreign countries.

Cooperation with Local Educational Groups.—It advises State, county, and local school officers as to the administration and improvement of educational facilities, making individual surveys upon request.

Vocational Education.—It administers the acts for the promotion of vocational education, including agricultural, trade, and industrial, home economics, and commercial education, compiling information and cooperating with and assisting the States in all such matters.

Vocational Rehabilitation of Disabled Persons.—The office administers the acts for the promotion of vocational rehabilitation of disabled persons; makes studies and investigations relating to their training and placement in suitable and gainful occupations. Under the Social Security Act additional appropriations are authorized to extend this program in the States and the Territory of Hawaii.

Investigations and General Supervision of Federal Aided Vocational Education.—It supervises all other functions originally assigned to the Federal Board for Vocational Education, including investigations, to determine whether the States are properly utilizing their Federal grants, examination and approval of State plans, cooperation with public and private institutions, and the compilation of information and reports to aid local authorities in this work.

Publication of Information Regarding Education.—It publishes and distributes numerous documents pertaining to education, furnishing many special booklets to schools throughout the National domain.

Administration of Funds for Land-Grant Colleges.—The office supervises the administration of funds appropriated for land-grant colleges.

Inspection of Howard University.—It makes a yearly inspection and report to Congress on the condition of Howard University.

The National Park Service

Supervision of National Parks, National Monuments and Allied Reservations, and Public Buildings.—Exercises administrative supervision over 24 national parks, 1 national historical park, 67 national monuments, 11 national military parks, 11 national cemeteries, 10 battlefield sites, 4 miscellaneous memorials, 8 memorial projects, all public parks in the District of Columbia, and certain public buildings both within and outside the District.

Preservation and Utilization of Parks, Monuments, and Allied Reservations.—Formulates policies and directs protective work toward preserving these areas for all generations, and utilizing them to the best advantage for the benefit and enjoyment of the visitor.

Educational Service.—Directs public educational service in natural sciences, history, and archaeology, in connection with areas under its care, also museum developments in the parks.

Information on the National Park and Monument System.—Conducts an educational program for the entire national park and monument system, disseminating information to the public regarding the scenic, historic, and scientific features of these areas.

Supervision of Park Construction.—Directs construction work in parks and other areas under its charge from engineering, architectural, and landscape viewpoints, including sanitation facilities.

Maintenance of Park Roads.—Directs the maintenance of all roads in areas under its jurisdiction and constructs minor roads. Cooperates and confers with Bureau of Public Roads on all major park road construction to preserve landscape features.

Park Conservation Work.—Maintains and supervises forces in national and State parks in protection of their forests from fire, injurious insects, and tree diseases under Emergency Conservation Work program. Supervises Submarginal Land program as it affects recreational activities.

Selection of Park Sites.—Conducts preliminary studies of proposed sites for new national parks and allied areas to determine their desirability and conformance to standard requirements.

Participation in National Capital Park and Planning Commission.—Participates (through the Director, who is a member and executive officer) in the affairs of the National Capital Park and Planning Commission.

The Division of Territories and Island Possessions

Administration of Civil Governments of Insular Possessions.—This Division administers, through their respective Governors, the civil governments of Hawaii, Alaska, Puerto Rico, and the Virgin Islands.

Puerto Rican Hurricane Relief Loan Section.—The activity formerly known as the "Puerto Rican Hurricane Relief Commission", established by authority of Public Act No. 74, Seventieth Congress, December 21, 1928 (see old page 305, United States Government Manual), was abolished June 3, 1935, by Public Resolution No. 22, Seventy-fourth Congress. Its functions, employees, records, supplies, equipment and property, and unexpended balances of appropriations, were transferred to the Division of Territories and Island Possessions.

Upon abolition of the Commission, the Secretary of the Interior, by Administrative Order No. 950, June 18, 1935, established within the Division of Territories and Island Possessions the "Puerto Rican Hurricane Relief Loan Section."

There was no change in the original purpose, which was to assist in the rehabilitation of agriculture in Puerto Rico, especially in the raising of coffee and coconuts, and in the encouragement of raising food crops; also the extension of relief to Puerto Ricans affected by the hurricane of September 13-14, 1928.

The Solicitor

Departmental Legal Matters.—The Solicitor is chief law officer of the Department; considers appeals from bureau decisions, hears oral arguments, and prepares decisions.

Court Defense and Legal Opinions.—He supervises defense of suits against the Secretary in the courts of the District of Columbia and renders opinion for the approval of the Secretary and Assistant Secretaries.

Review of Departmental Orders.—He reviews all legal matters requiring the signature of the Secretary or Assistant Secretaries.

The Chief Clerk

Supervision of Administrative Matters.—The Chief Clerk supervises the clerks and other employees of the Department, enforces the general regulations, and has administrative supervision of the buildings occupied by the Department.

Supervision of Appropriation Expenditures.—He supervises expenditures from printing and binding, contingent, and other Department appropriations, and performs numerous other administrative details, including contracts and miscellaneous correspondence relating to St. Elizabeths and Freedman's Hospitals, Howard University, and Columbia Institution for the Deaf; handles accounts for United States disbursing agents in Alaska, Hawaii, and the Virgin Islands, is contact officer for the Department in matters relating to the Division of Disbursements, Treasury Department, and the General Accounting Office.

(12-24-35)

Eleemosynary Institutions

St. Elizabeths Hospital.—This institution provides treatment for insane members of the military service and certain civilians; gives instruction in mental cases to the Army and Navy medical schools, George Washington, Georgetown, and Howard Universities, and to various medical officers detailed from the Navy and the Veterans' Bureau; provides training for nurses; and disseminates information on mental diseases and related subjects.

Freedmen's Hospital.—Freedmen's Hospital is maintained for general hospital treatment of residents of the District of Columbia, and certain others who are unable to pay for medical or surgical treatment. (A limited number of paying patients is also admitted.)

Howard University.—This university is jointly supported by Congressional appropriations and private donations for the higher education of the colored youth of the nation.

Columbia Institution for the Deaf.—All deaf-mutes of teachable age of the District of Columbia, and up to 125 from the several States and Territories, who are unable to pay any tuition, are admitted to this institution without charge; pay pupils may receive instruction for \$600 per year.

The Office of Information

Dissemination of Departmental Information.—The Office of Information prepares and distributes information touching on all Departmental activities and the administration of the Petroleum Code, acting as a clearing house for all public information originating in the various bureaus of the Department.

The Division of Investigations

Departmental Investigations and Enforcement of Petroleum Regulations.—The Division of Investigations directs investigations relating to violations of law, charges of inefficiency, accounts and personnel; enforcement of oil regulations under Section 9 (c) of the National Industrial Recovery Act; and relating to all expenditures of funds authorized by the Administrator, Public Works Administration.

The Alaska Railroad

General Supervision of The Alaska Railroad.—A General Manager has general charge of the management, operation, and maintenance of the Government railroad in Alaska, which was authorized by Congress in 1914, engineered and built under the supervision of the Department of the Interior, and placed in commercial operation in 1923.

Other Alaskan Activities.—The Railroad maintains and operates river boats in Alaska, promotes Alaska agricultural and industrial development, investigates mineral and other resources, operates a hotel at Curry, Alaska, and maintains a hospital and a medical staff.

(12-24-35)

The Alaska Road Commission

Supervision of Roads, Bridges, and Ferries in Alaska.—This Commission is charged with the construction, repair, and maintenance of roads, tramways, ferries, bridges, and trails in the Territory of Alaska.

The War Minerals Relief Commission

This Commission reviews previous awards or denials under the War Minerals Relief Act of March 2, 1919 (40 Stat. 1274) for losses incurred in producing or preparing to produce manganese, chrome, pyrites, or tungsten during the World War, as authorized by the Supreme Court of the District of Columbia under the amendment of February 13, 1929, and renders decisions for the approval of the Secretary of the Interior.

Puerto Rico Reconstruction Administration

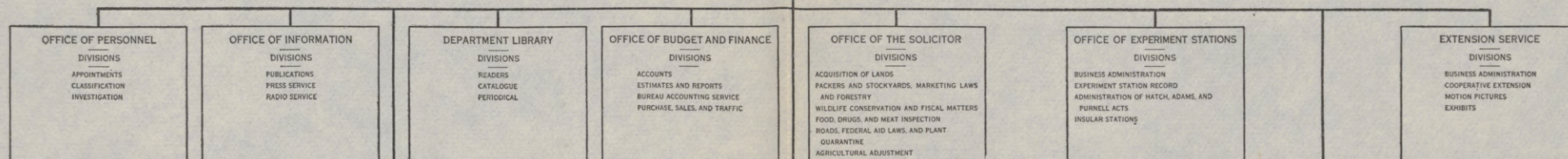
By Executive Order No. 7057, of May 28, 1935, issued under authority of the Emergency Relief Appropriation Act of 1935, the President established within the Department of the Interior an agency known as the "Puerto Rico Reconstruction Administration." It is the function of this agency to initiate, formulate, administer and supervise a program of approved projects for providing relief and work relief and for increasing employment in Puerto Rico.

Approved.

HAROLD L. ICKES,
Secretary.
NATHAN R. MARGOLD,
Solicitor.
(12-24-35)

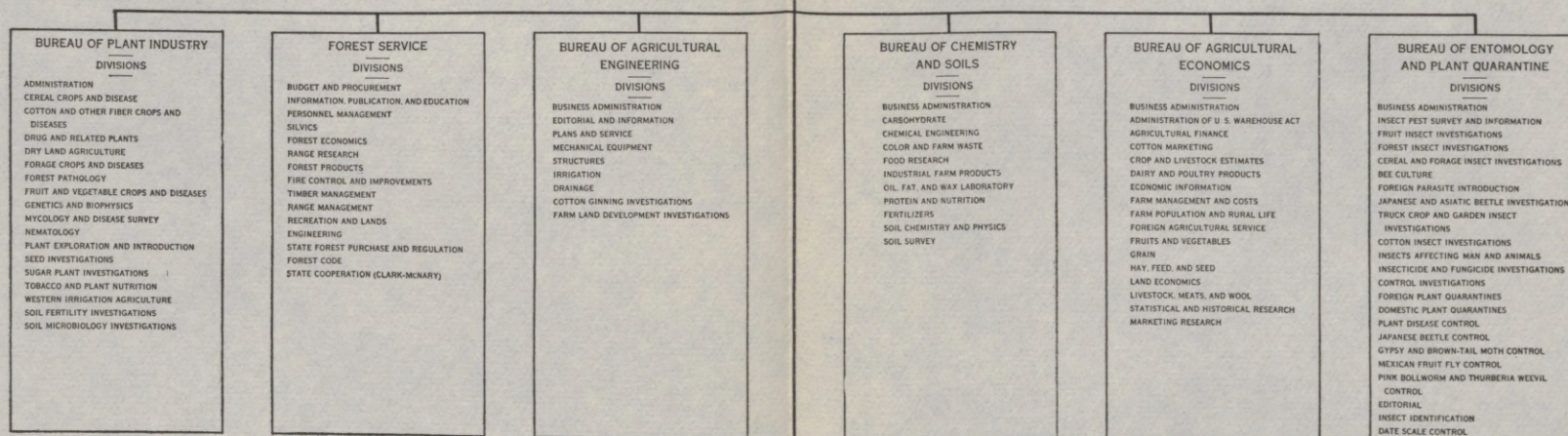
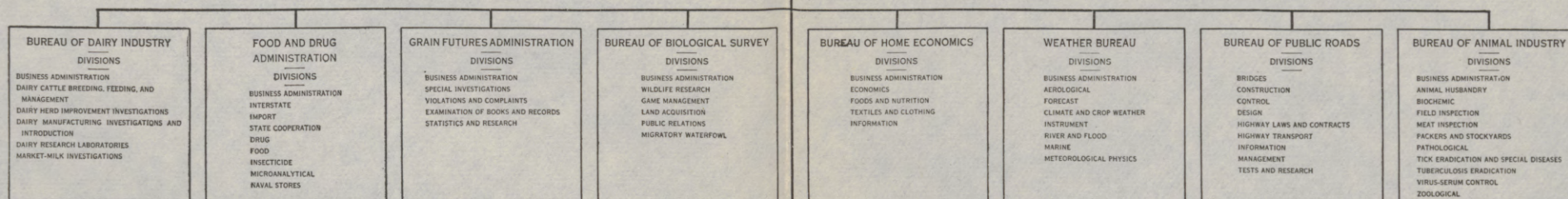
DEPARTMENT OF AGRICULTURE

SECRETARY
UNDER SECRETARY
ASSISTANT SECRETARY
ASSISTANTS TO SECRETARY

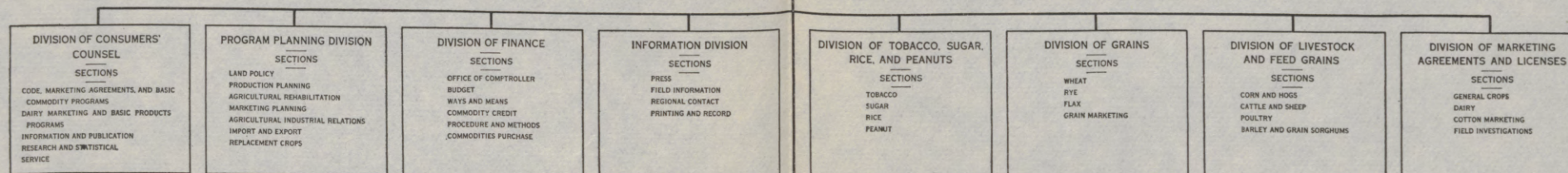


SOIL CONSERVATION SERVICE

DIVISION OF OPERATION



AGRICULTURAL ADJUSTMENT ADMINISTRATION
THE ADMINISTRATOR



DIVISION OF COTTON

OFFICE OF
BUSINESS MANAGEMENT

COTTON PRODUCERS' POOL

DEPARTMENT OF AGRICULTURE

OFFICERS

HENRY A. WALLACE, *Secretary of Agriculture*; REXFORD G. TUGWELL, *Under Secretary*; M. L. WILSON, *Assistant Secretary*; CHESTER C. DAVIS, *Administrator, A.A.A.*; PAUL H. APPEBY, C. B. BALDWIN, and JAMES D. LECRON, *Assistants to the Secretary*; MORDECAI EZEKIEL, *Economic Adviser*; C. W. WARBURTON, *Director of Extension Work*; W. W. STOCKBERGER, *Director of Personnel*; M. S. EISENHOWER, *Director of Information*; W. A. JUMP, *Director of Finance*; MARTIN G. WHITE, *Solicitor*; CLARIBEL R. BARNETT, *Librarian*; DR. A. G. BLACK, *Chief, Bureau of Agricultural Economics*; S. H. MCCRORY, *Chief, Bureau of Agricultural Engineering*; JOHN R. MOHLER, *Chief, Bureau of Animal Industry*; * IRA N. GABRIELSON, *Chief, Bureau of Biological Survey*; HENRY G. KNIGHT, *Chief, Bureau of Chemistry and Soils*; O. E. REED, *Chief, Bureau of Dairy Industry*; LEE A. STRONG, *Chief, Bureau of Entomology and Plant Quarantine*; JAMES T. JARDINE, *Chief, Office of Experiment Stations*; W. G. CAMPBELL, *Chief, Food and Drug Administration*; F. A. SILCOX, *Chief, Forest Service*; J. W. T. DUVEL, *Chief, Grain Futures Administration*; LOUISE STANLEY, *Chief, Bureau of Home Economics*; F. D. RICHEY, *Chief, Bureau of Plant Industry*; THOMAS H. MACDONALD, *Chief, Bureau of Public Roads*; WILLIS R. GREGG, *Chief, Weather Bureau*; HUGH H. BENNETT, *Director, Soil Conservation Service*

Information, Lobby of Administration Building, Department of Agriculture, The Mall, Between Twelfth and Fourteenth Streets SW., Washington, D. C.
Telephone, DIstrict 6350, Branch 523.

Creation and Authority.—The Department of Agriculture was created by act of Congress approved May 15, 1862 (12 Stat. 387). Until 1889 it was administered by a Commissioner of Agriculture.

By Act of February 9, 1889 (25 Stat. 659), the powers and duties of the Department were enlarged. It was made the eighth Executive Department in the Federal Government, and the Commissioner became the Secretary of Agriculture.

Purpose.—These laws direct the Department to acquire and diffuse useful information on subjects connected with agriculture in the most general and comprehensive sense. Today the Department engages in agricultural research and maintains extension and information services. It works to eradicate and control plant and animal diseases and pests, and to improve crops and livestock. It provides weather reports and crop reports, wildlife protection, and forest services. It administers many regulatory laws, and cooperates in the construction and financing of the national roads and highways.

In addition to its regular functions, the Department plays an important role in putting into effect much of the recovery and emergency legislation. The Agricultural Adjustment Administration, created as an emergency agency for the purpose of increasing

agricultural purchasing power and otherwise relieving rural distress, was placed under the Secretary of Agriculture. With funds made available by the Public Works Administration, the Department has greatly increased its road-building activities. It is cooperating with the Federal Emergency Relief Administration in a program of rural rehabilitation; and it is cooperating with the Tennessee Valley Authority, the Subsistence Homesteads Division of the Department of the Interior, the Farm Credit Administration, and other agencies with the broad purpose of hastening social and economic improvement.

Many of the activities of the Department of Agriculture affect the population as a whole as well as the farming classes. Where the Department's research aids the farmer in raising better crops and livestock at less cost and in marketing his produce more efficiently, it is of value to both producer and consumer.

The Federal meat inspection service aims to maintain a high standard of sanitation in packing plants and to insure safe meat products, and much of the work of eradicating and reducing animal diseases is directed toward protecting the public health. The Bureau of Home Economics provides information on nutrition, textiles, and home economy of value to all groups.

Some 50 regulatory laws such as the Food and Drugs Act, the Import Milk Act, the Caustic Poison Act, and the Tea Import Act, enforcement of which is vested in the Department, are designed to protect the public against unwholesome or adulterated foods and drugs, inferior disinfectants, and ineffective insecticides.

Other work of the Department which affects the general public is performed by the weather, forest conservation, wildlife protection, and road improvement services. Road work is the largest single item on the Department's budget, more than 72 percent of the total regular expenditures for 1933 having been devoted to road building.

Organization.—The work of the Department is supervised and directed by the Secretary of Agriculture, who is assisted by an Under Secretary and an Assistant Secretary. There is also a general administrative staff, including a Director of Extension Work, a Director of Personnel, a Director of Information, a Director of Finance, and a Solicitor, who help coordinate the various activities of the Department so as to avoid duplications, to save time and money, and to forward a sound agricultural program. Each of these officials also has immediate supervision of a major departmental unit. The activities of the Office of Personnel, the Office of Budget and Finance, and the Office of the Solicitor have to do principally with administration. The Extension Service and the Office of Information, on the other hand, have many activities directly affecting farmers and the general public, and descriptions of their functions are included in this summary.

In addition to the five mentioned above, and the Agricultural Adjustment Administration, which is treated separately in this book, the Department contains the following major units, each of which is supervised by a chief who reports directly to the Secretary:

| | |
|---|-------------------------------|
| Bureau of Agricultural Economics | Bureau of Plant Industry |
| Bureau of Agricultural Engineering | Bureau of Public Roads |
| Bureau of Animal Industry | Food and Drug Administration |
| Bureau of Biological Survey | Forest Service |
| Bureau of Chemistry and Soils | Grain Futures Administration |
| Bureau of Dairy Industry | Office of Experiment Stations |
| Bureau of Entomology and Plant Quarantine | Weather Bureau |
| Bureau of Home Economics | *Soil Conservation Service* |

The research, educational, and conservation activities of the Department are coordinated with those of the State colleges, experiment stations, and other agencies. In some cases such cooperation is made binding by formal agreement or control of funds, while in others it remains voluntary. The purpose is to avoid duplications of endeavor and jointly to plan special programs. In general, the Department's efforts are concentrated upon national and interstate problems, or such others as may require facilities for solution not otherwise available to the States. The State colleges, experiment stations, and other State agencies deal with the more localized problems.

ACTIVITIES

The Secretary of Agriculture

Formulation of Policies for Promoting Agriculture.—The Secretary is charged with the duty of promoting agriculture in the broadest sense; he has general supervision and control over the affairs of the Department, and formulates and establishes its general policies. He coordinates the activities of the Department with those of all other regular and emergency agencies of the Federal Government and is a member of numerous planning groups named by the President.

Bureau of Agricultural Economics

Studies of Agricultural Economics.—This bureau conducts studies of the economics of production and marketing, farm organization, farm management, land economics, farm financial relations and other problems of rural life. It cooperates closely with the Agricultural Adjustment Administration, especially in providing authentic data on which adjustment programs are based.

Collection and Dissemination of Current Information.—The bureau acquires and disseminates current information on the marketing and distribution of farm products in the form of daily market news; it collects, compiles, summarizes, interprets, and makes public statistical data relating to agricultural production, including esti-

mates of crops, of livestock, and of the grade and staple length of the cotton crop and carry-over.

Studies of Conditions and Methods of Farm Marketing.—It studies marketing conditions and methods, and the standardization, transportation, financing, handling, utilization, and storage of agricultural products.

Publication of the Agricultural Outlook.—The bureau periodically prepares and publishes reports on the outlook for farm products.

Reports of Supply, Movement, and Price of Farm Products.—It issues reports on the supply, commercial movement, disposition, and market prices of fruits and vegetables, livestock and livestock products, dairy and poultry products, grains, hay, feed, seeds, tobacco, and other farm products.

Foreign Agricultural Service.—The bureau maintains a Foreign Agricultural Service which gathers and disseminates information on the supply of and demand for agricultural products in foreign countries.

Market Inspection Service.—It provides market inspection service in many of the principal producing areas and receiving centers on fruits and vegetables, hay, beans, and other products.

Standardization and Grading Service.—It prepares official standards and conducts a grading service on grain, cotton, dairy, and poultry products, canned fruits and vegetables, tobacco, meats, and rice.

Administration of Warehouse and Other Regulatory Acts.—The bureau performs regulatory work in connection with the enforcement of the Cotton Standards Act, Cotton Futures Act, Grain Standards Act, Standard Containers Act, Standard Hamper Act, Produce Agency Act, Perishable Agricultural Commodities Act, and the administration of the Warehouse Act.

Bureau of Agricultural Engineering

Farm Engineering Problems.—This bureau deals with the engineering problems of agriculture, with special emphasis on the problems of the family-size farm. It conducts research, the results of which, when applied, tend to reduce production costs, improve the quality of production, and raise the farm living standard.

Land-Improvement Studies.—It conducts research and disseminates information on problems of land improvement, including land clearing, irrigation, drainage, and control of soil erosion.

Farm Equipment Studies.—It studies problems of farm power and machinery, rural electrification, farm buildings, and the engineering problems involved in the transportation and storing of farm products.

Farm Housing.—Recently the bureau intensified its work on farm housing. After determining the rural home needs by means of a

comprehensive survey—showing that more than \$6,500,000,000 would be required to put rural homes in good condition—it published a booklet on farmhouse plans. This is being used in the Government's concerted effort to increase employment in the construction field. Farmers and others may obtain plans for farmhouses by applying to the bureau or to the State Extension Services.

Special Engineering Services.—It serves the other bureaus in matters of design and construction of engineering projects and the purchase of engineering equipment.

Bureau of Animal Industry

Animal Husbandry.—This bureau, which is concerned with the protection and development of the livestock and meat industries of the United States, carries on investigations and experiments in animal husbandry and in the breeding and feeding of animals.

Animal Diseases.—It conducts scientific investigations of the causes, prevention, and treatment of diseases and parasites of domestic animals; investigates the existence of communicable diseases of such animals, and directs or aids in their control or eradication.

Administration of Meat Inspection and Other Laws.—The bureau administers the Meat Inspection Act, the Animal Quarantine Acts, the 28-Hour Law, the Diseased Animal Transportation Acts, the Virus-Serum-Toxin Act, and the act relating to the supervision of the interstate business of packers, public stockyard markets, and commission men, traders, and other agencies operating in the public stockyard markets in the United States.

Bureau of Biological Survey

Conservation of Wildlife.—This bureau, the wildlife service of the Federal Government, engages in research relating to the migratory, food, and other habits of birds and other wild animals, including studies in the propagation of fur and game species; acquires and maintains refuges for migratory birds and other valuable forms of the native fauna; conducts work in game management, including control of injurious species; and administers laws for the conservation of vertebrate wildlife (except fishes).

Bird and Mammal Research.—The bureau brings the sciences of ornithology and mammalogy to the aid of agriculture, horticulture, stock raising, forestry, recreation, and wildlife itself; conducts field investigations, surveys, and laboratory studies of the distribution, migration, classification, natural history, food habits, and food resources of birds and other wild animals; also studies their diseases and parasites.

Propagation of Fur and Other Animals.—It maintains fur-animal experiment stations and cooperates with fur farmers in improving methods of production of fur animals in captivity; develops and demonstrates improved practices; studies the propagation of game

birds; and conducts investigations toward the improvement of the reindeer industry in Alaska and the establishment of musk oxen in the Territory.

Acquisition of Bird Refuges and Game Preserves.—Both in Washington and throughout the country the bureau has a corps of land valuation engineers, surveyors, and negotiators engaged in refuge acquisition in a recently intensified program of restoration of migratory waterfowl, the chief efforts now being made for the protection of the breeding grounds of the various species in the Mississippi Valley region.

Game Management.—The bureau maintains more than 100 reservations in the United States, Alaska, Hawaii, and Puerto Rico for the protection of birds and of game and other mammals. Through field forces organized under regional directors, it supervises these wildlife refuges, conducts educational and investigational work in enforcement of laws for wildlife conservation, and develops more effective methods for the control of stock-killing wild animals, destructive rodents, and injurious birds, cooperating in these lines with State and other organizations and providing leadership in joint undertakings to prevent their increase and spread.

Administration of Wildlife Conservation Laws.—Regulatory work is performed by the bureau in the administration of the Migratory Bird Treaty Act, the Migratory Bird Conservation Act, and the Migratory Bird Hunting Stamp Act, all in furtherance of treaty obligations in the protection of birds that spend part of the year in this country and part of Canada. Other laws administered are for the protection of animals and property on wildlife reservations; prevention of illegal shipment, in interstate commerce, of bodies of wild animals and importation of injurious foreign species; also, through the Alaska Game Commission, on which it is represented, the Alaska Game Law.

Bureau of Chemistry and Soils

Chemical and Technological Research.—This bureau brings the science of chemistry to the aid of agriculture. It develops processes for the utilization of farm products and byproducts; conducts biological investigations of foods, including studies of their physiological effects on the human organism; experiments on the utilization of raw materials for coloring, medicinal, and technical purposes; develops improved processes in the production of rosin and turpentine; and studies means of preventing farm fires and dust explosions.

Soil Studies.—It studies all types of soils, including the classification and mapping of the soils of the United States, the agricultural value of soils, their characteristics in relation to productiveness, their origin and development, their chemical and mechanical compositions, and their response to fertilizers. It also studies soil erosion to determine the best methods of preventing or controlling erosion.

Fertilizer Investigations.—The bureau investigates the fertilizer resources of the United States and develops improved methods of manufacturing fertilizer materials, including nitrogen and its fixation, phosphates, potash, concentrated fertilizers, organic waste products, and miscellaneous soil amendments.

Bureau of Dairy Industry

Breeding, Feeding, and Management of Dairy Cattle.—This bureau carries on research in the genetics and breeding, feeding, and management of dairy cattle in order to promote efficiency in production and to improve the quality of dairy products. New principles and methods developed by research are introduced into the field.

Improvement of Dairy Processes.—It develops sanitary methods for the improvement of city milk supplies, and studies the efficiency of dairy machinery, milk-plant operation, milk transportation, and other factors affecting the commercial value of milk. It also investigates the bacteriology and chemistry of milk and factors incident to the manufacture of dairy products and byproducts for introduction into creameries and factories, and inspects renovated butter factories.

Bureau of Entomology and Plant Quarantine

Study of Insects Affecting Agriculture.—This bureau studies the life history and habits of insects which are injurious or beneficial to agriculture, horticulture, and arboriculture, with a view to developing practical methods for destroying the harmful ones and promoting the increase and spread of the beneficial ones.

Study of Insects Affecting Health.—It investigates the life history and control of all insects affecting the health of man and animals. It studies bee culture and bee-keeping practices.

Development of Insecticides.—It investigates and develops improved methods of manufacturing insecticides and fungicides.

Control of Plant Diseases.—The bureau cooperates with the States in the eradication and control of plant diseases such as wheat rust, white pine blister rust, citrus tree and fruit canker, peach tree phony disease, and Dutch elm disease.

Enforcement of Plant Quarantines.—The bureau enforces quarantines and restrictive orders issued under the plant quarantine laws to prevent the entry into or the spread within the United States of dangerous plant pests, and to regulate the importation or interstate movement of nursery stock, fruits, vegetables, cotton, and other plants and plant products likely to carry pests.

*** Cooperation with States in Pest Control.**—It cooperates with the States in eradicating or preventing the spread of pests which have gained a limited foothold, necessitating quarantines for pink boll-worm of cotton, *Thurberia* weevil, date scale, gypsy and brown-tail moths, Japanese beetle, and Mexican fruit fly.

Inspection Services.—The bureau enforces the acts providing for the Mexican border inspection and control service, and for the inspection and certification as to freedom from injurious pests and diseases of plants and plant products intended for export.

Office of Experiment Stations

Administration of Federal Funds for Experiment Stations.—This office administers Federal funds provided by the Hatch, Adams, Purnell, and supplementary acts for the support of research in agriculture and home economics by experiment stations in the several States and in Alaska, Hawaii, and Puerto Rico.

Supervision of Insular Experiment Stations.—It has general direction of the work of the agricultural experiment stations in Hawaii and Puerto Rico.

Coordination of Agricultural Research.—It aids in coordinating the research of the Department of Agriculture with that of the State and territorial experiment stations; it collects and disseminates information and gives such advice and assistance as will best promote the efficiency of the stations and the effective coordination of their work with that of the Department.*

Experiment Station Record.—Through Experiment Station Record the office periodically publishes information regarding the progress of research in agriculture and home economics in the United States and other countries.

Extension Service

Cooperative Extension Work.—The Extension Service cooperates with the State agricultural colleges in the conduct of extension work in agriculture and home economics under the Smith-Lever, Capper-Ketcham, and supplementary acts, and coordinates the extension activities of the bureaus of the Department with similar work carried on by the State colleges. Farmers get from county agricultural extension agents, thus cooperatively employed and directed, available information from the United States Department of Agriculture, State agricultural colleges, and other research agencies.

Rural women are similarly kept in touch with advancement in home economics through the county home demonstration agents. Rural boys and girls demonstrate improved home and farm practices on the home farm or in the parents' home, as members of 4-H clubs conducted by county extension agents.

County extension agents also serve, now, as the educational field force for the A. A. A. in addition to their regular activities as general farm advisers; they also advise farmers in matters of farm credit. Home demonstration agents serve in an advisory capacity in local relief matters. Both men and women agents assist in an advisory capacity in rural rehabilitation programs. An administrative and subject-matter staff is located at each agricultural college.

Visual Education.—The Extension Service also has charge of the preparation and display of agricultural exhibits at State, interstate, and international fairs and of the motion-picture activities of the Department.

Food and Drug Administration

Enforcement of Laws.—The Food and Drug Administration enforces the Food and Drugs Act, Tea Act, Naval Stores Act, Insecticide Act, Import Milk Act, and Caustic Poison Act.

Inspection and Analyzing Services.—It inspects and analyzes samples of the various products falling within the jurisdiction of these laws, both at its field stations and at its laboratories in Washington, in order to detect and direct appropriate action against adulterated or misbranded articles.

Under an amendment to the Food and Drugs Act, approved June 22, 1934, the Administration has set up a supervisory inspection service, at present restricted to establishments packing canned shrimp, designed to insure the packing of legal products. Canned shrimp which has passed such inspection is required to bear the legend, "Production Supervised by United States Food and Drug Administration."

Under the Naval Stores Act the Administration is authorized, on request, to sample and examine consignments of rosin and turpentine and supply certificates of grade or analysis at the cost of the party requesting such service.

Regulatory Procedure.—The various statutes provide for action in the case of adulterated or misbranded foods, drugs, insecticides, and fungicides by seizure of the illegal product and by prosecution of the responsible shipper. Provision is also made for excluding from the country importations of products which are in violation of the statutes. In the case of naval stores, prosecution alone is provided and wilful violation must be established.

The Administration assists manufacturers to keep their products in compliance with the law by the dissemination of appropriate information. The prime purpose of these statutes is the protection of the ultimate consumer, although they likewise protect the honest manufacturer against unfair competition.

Forest Service

General Administration of Forests.—The Forest Service administers the National Forests; it cooperates with the States in maintaining adequate and organized forest-fire protection and in distributing planting stock to farmers for windbreaks, shelter belts, and farm woodlands.

Forest Research.—It conducts investigations into the entire field of forestry and disseminates information as to the best methods for utilizing the forests and forest products.

Promotion of Forestry.—It seeks to promote the application of improved forestry practices throughout the country, on both publicly and privately owned lands.

Regulation of Grazing.—It regulates livestock grazing on the national forests so as to obtain range conservation along with full use of the annual growth of forage.

Watershed Protection.—It manages watersheds, protected by the National Forests, so that water may be available for power, irrigation, maintaining navigability of streams, and municipal and domestic supply.

Emergency Conservation Work.—It supervises the forestry emergency activities of the Civilian Conservation Corps.

***Cooperation in Development of State Forests.**—By authority of Public Act No. 395, 74th Congress, approved August 29, 1935, The Secretary of Agriculture is authorized to enter into cooperative agreements with the various States for acquiring forest lands for the purpose of stimulating the acquisition, development, and proper administration and management of state forests. Forest lands so acquired are under administration of the various states, and, with the exception of Federal expenditures for unemployment relief, the states bear the entire future cost of administering, developing, and managing all forest lands acquired by the Federal Government in accordance with this act. No lands shall be purchased under this act until the acquisition is approved by the National Forest Reservation Commission.*

Grain Futures Administration

Administration of Grain Futures Act.—This agency administers the Grain Futures Act of September 21, 1922 (42 Stat. 998), which brings under Federal supervision all trading in grain futures at grain exchanges designated by the Secretary of Agriculture as contract markets.

Market Supervision.—It compiles daily reports of grain futures transactions in all markets, checks the dissemination of false and misleading information which tends to affect the prices of grain, and otherwise makes general observations with a view to preventing manipulation.

Information on Market Operations.—It compiles and gives to Congress and the general public information resulting from investigations and studies of contract market operations.

Cooperation in Grain Investigations.—The Administration cooperates with other Government agencies in making investigations of grain and grain products and byproducts, including supply and demand, cost to the consumer, and handling and transportation charges.

Bureau of Home Economics

Study and Dissemination of Information on Home Problems.—This bureau conducts scientific studies of problems connected with the home, including questions of foods and nutrition, economics, textiles and clothing, and household equipment. It compiles, interprets, and disseminates information on these subjects for the use of consumers.

Cooperation in Relief Work.—It cooperates with the Federal Emergency Relief Administration and State and private agencies in showing how those on relief rolls or in low income groups can get more adequate diets at minimum cost; it assists groups in planning school-lunch projects and community canning and sewing centers as part of the relief program.

Office of Information

Agricultural Publications.—This office, which cooperates with the Extension Service of the Department and with all State agricultural agencies in making available to farmers and the public generally the results of research, conservation, regulatory and service work, manages the issuance of technical and popular publications; the popular publications may usually be obtained from Members of Congress, county agents, or the Department.

Press and Radio Releases.—It cooperates with the press and with radio stations in disseminating useful information on the important programs of the Department designed to help farmers reduce their production costs, adjust their production to demand, improve the quality of their products, and widen their markets; more than 300 radio stations daily donate broadcasting time to the Department for this purpose.

Bureau of Plant Industry

Plant Improvement.—This bureau seeks, by breeding and selection, to improve cereals, fruits, vegetables, forage crops, cotton, tobacco, and other crop plants.

Crop Production.—It works towards economy and stabilization of production by determining proper fertilization practices, crop rotations, and cultural methods.

Transportation of Perishable Commodities.—It shows how savings can be effected in the handling, transporting, and storing of perishable products.

Control of Plant Diseases.—It studies destructive plant diseases and establishes methods of eradication and control. It conducts an annual plant disease survey with the view to preventing and controlling epidemics.

Plant Introduction.—It sends explorers to all parts of the world to bring into the United States seeds and plants that may be valuable to American agriculture.

Field Stations.—The bureau operates field stations and laboratories in nearly all the major cropping areas of the United States, and maintains close cooperation with State agricultural colleges and experiment stations.

Federal Seed Act.—It enforces the Federal Seed Act.

Bureau of Public Roads

Administration of Federal Road Funds.—This bureau administers the regular Federal-aid funds, the emergency appropriations for road construction, and those for the construction of forest roads. A large portion of the work is done cooperatively with the State highway departments and contact with them is maintained through a regional office at San Francisco, twelve district offices, and State representatives.

Study of Road Construction Problems.—It conducts research into highway design, construction, transportation, and economics as an aid to the proper administration of Federal road funds.

Construction of National Park Roads.—The Bureau supervises the construction of national park roads for the National Park Service of the Department of the Interior.

Weather Bureau

Weather Forecasts.—This bureau has charge of weather forecasting, including the issuance and display of weather forecasts, and storm, cold-wave, frost, forest-fire, and flood warnings.

River Stage Measurements and Forecasts.—The Bureau measures and reports river stages and makes forecasts of stages and floods for general benefit, but especially for agriculture, navigation, and engineering work.

Navigational Information.—It collects and transmits marine intelligence for the benefit of commerce and navigation. The climatic conditions over the oceans are also determined from large masses of ship's weather reports.

Aircraft Information.—It compiles and furnishes meteorological information and forecasts, including upper-air observations, for the benefit of air navigation.

Agricultural Weather Reports.—It records and reports rainfall and temperature conditions, primarily for the benefit of agricultural interests.

Climatic Observations.—The bureau takes such meteorological observations as are necessary to determine and record the climatic conditions of the United States.

The Soil Conservation Service

***Control of Soil Erosion.**—This service propagates the use of soil conservation practices in agriculture through several fields of activity, involving (1) the demonstration of practical and effective measures of soil conservation by (2) actual work upon the land in cooperation with landowners, and (3) the consistent development and improvement of such measures through research and investigation.

Demonstration Projects.—The nucleus of the service program is a series of watershed demonstration areas over the nation within which the Service applies a plan of soil and moisture conservation. Farmers within areas selected for these demonstration projects are invited to cooperate in carrying out completed plans.

Emergency Conservation Work Erosion Projects.—The Service also directs the erosion-control activity of approximately 500 Civilian Conservation Corps camps assigned to such work.

How to Apply for Erosion Control Assistance.—Individual farm owners within the limits of established demonstration project areas may participate in the program by making their lands available for demonstration purposes. This involves signing of a co-operative contract.

Soil Erosion Statistics.—Reports on the rate of land destruction in the United States by unrestrained soil erosion caused by improper land use practices indicate that 50,000,000 acres of formerly valuable cultivated lands have been laid waste insofar as crop use is concerned. Another 50,000,000 acres were almost as badly damaged; 125,000,000 additional acres have been stripped of productive top-soil to some extent, and at least 200,000 acres are being virtually destroyed each year with the fertility of a still larger area being constantly impaired.

The direct annual cost to the farmers of the country is estimated to be at least \$400,000,000 in soil values lost through erosion.*

Approved.

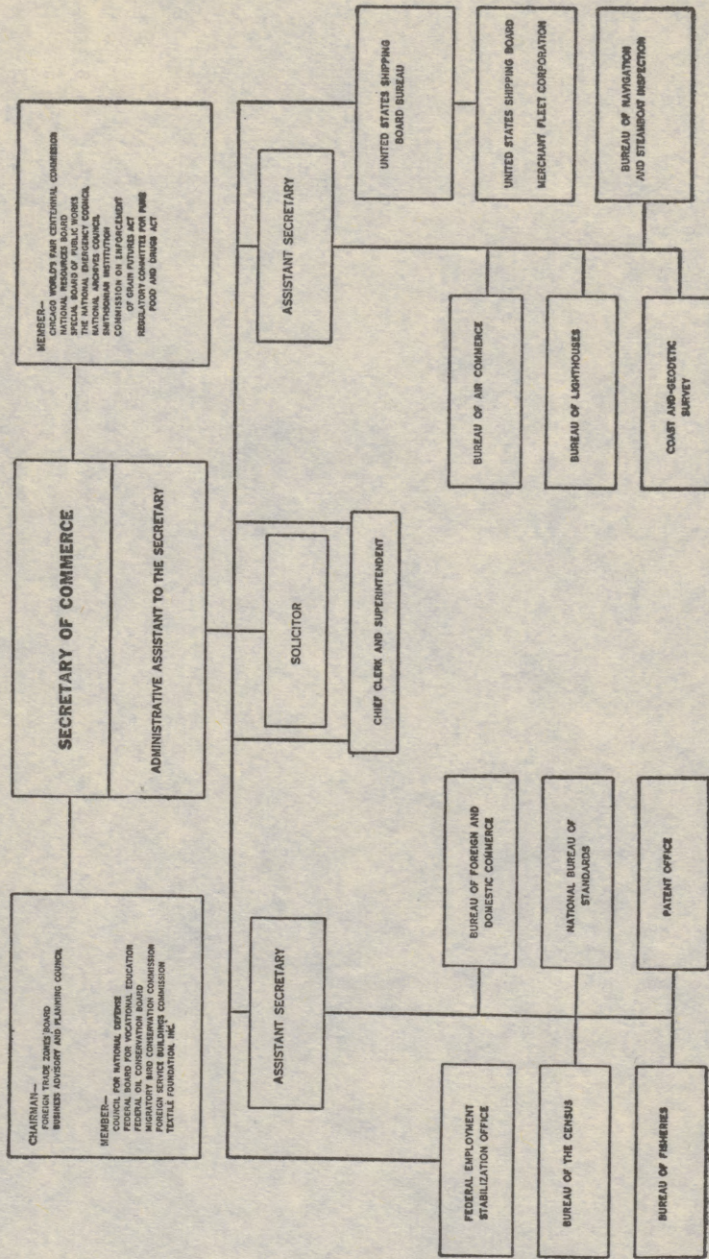
HENRY A. WALLACE,
Secretary of Agriculture.

(12-11-35)





DEPARTMENT OF COMMERCE



DEPARTMENT OF COMMERCE

OFFICERS

DANIEL C. ROPER, *Secretary of Commerce*; ERNEST G. DRAPER, *Assistant Secretary*; JOHN M. JOHNSON, *Assistant Secretary*; MALCOLM KERLIN, *Administrative Assistant to the Secretary*; CHESTER H. MCCALL, *Assistant to the Secretary*; MARGIE G. RENN, *Secretary to the Secretary*; SOUTH TRIMBLE, JR., *Solicitor*; JAMES J. O'HARA, *Assistant Solicitor*; E. T. QUIGLEY, *Assistant to the Solicitor*; E. W. LIBBEY, *Chief Clerk and Superintendent*; CHARLES E. MOLSTER, *Chief, Division of Accounts*; EDWARD J. GARDNER, *Chief, Division of Appointments*; THOMAS F. McKEON, *Chief, Division of Publications*; WALTER S. ERWIN, *Chief, Division of Purchases and Sales*; CHARLOTTE L. CARMODY, *Librarian*; PAUL J. CROGHAN, *Chief, Division of Information*

EUGENE L. VIDAL, *Director of Air Commerce*; WILLIAM L. AUSTIN, *Director of the Census*; *ALEXANDER V. DYE*, *Director Bureau of Foreign and Domestic Commerce*; LYMAN J. BRIGGS, *Director National Bureau of Standards*; FRANK T. BELL, *Commissioner of Fisheries*; H. D. KING, *Acting Commissioner of Lighthouses*; RAYMOND S. PATTON, *Director Coast and Geodetic Survey*; JOSEPH B. WEAVER, *Director Bureau of Navigation and Steamboat Inspection*; CONWAY F. COE, *Commissioner of Patents*; JAMES C. PEACOCK, *Director United States Shipping Board Bureau*

Information, Room 3868-A, Department of Commerce Building, Fourteenth Street between Constitution Avenue and E Street NW., Washington, D. C.

Telephone, DIstrict 2200, Branch 514

Creation and Authority.—The Department of Commerce was created by the act of February 14, 1903 (32 Stat. 826), as the Department of Commerce and Labor. It originally consisted of the following services, the majority of which previously existed in other Government departments or as independent agencies:

Bureau of Lighthouses; Steamboat Inspection Service, Bureau of Navigation; Bureau of Standards; Coast and Geodetic Survey; Bureau of Immigration; Bureau of Statistics; Bureau of the Census; Bureau of Fisheries; Bureau of Labor; Bureau of Manufactures; and Bureau of Corporations.

The Children's Bureau was established in 1912, and the Bureau of Foreign and Domestic Commerce was created by the act of August 23, 1912, by the consolidation of the Bureau of Manufactures and the Bureau of Statistics.

By the act of March 4, 1913 (37 Stat. 736), the Bureau of Immigration, the Children's Bureau and the Bureau of Labor were transferred to the newly established Department of Labor, and the

Department of Commerce and Labor was designated as the Department of Commerce.

In 1914, with the establishment of the independent Federal Trade Commission, the Bureau of Corporations was abolished.

In 1925 the Patent Office and the Bureau of Mines were transferred by Executive order from the Department of the Interior to the Department of Commerce. To carry out the provisions of the Air Commerce Act of 1926 a new agency was created in the Department to aid in the promotion and development of civil aeronautics. This agency is now known as the Bureau of Air Commerce.

In 1927 the Radio Division, which since 1910 had functioned as a part of the Bureau of Navigation, was made a separate agency in the Department and in 1932 was transferred to the Federal Radio Commission by Executive order.

Pursuant to the act of March 20, 1933, Executive orders were issued directing the following transfers of Federal agencies: The Office of the Solicitor, formerly under the Department of Justice, was transferred to the Department of Commerce; the functions of the United States Shipping Board, including those over and in respect to the United States Shipping Board Merchant Fleet Corporation, were transferred to the Department of Commerce and are now being administered under the direction of the Secretary of Commerce by the United States Shipping Board Bureau; the functions of the Federal Employment Stabilization Board were transferred to the Department of Commerce to be administered by the Federal Employment Stabilization Office; and the Bureau of Mines was transferred from the Department of Commerce to the Department of the Interior.

Purpose.—The statutory functions of the Department are to foster, promote, and develop the foreign and domestic commerce, the mining, manufacturing, shipping, and fishery industries and the transportation facilities of the United States. It administers the Lighthouse Service, conducts population, agricultural, and other censuses, collects commercial statistics, makes coastal and geodetic surveys, enforces the navigation laws and inspects vessels, aids fishery industries, establishes commodity weights, measures, and standards, administers the aircraft laws, encourages the development of the merchant marine, and regulates carriers by water engaged in foreign and interstate commerce, supervises the issuance of patents and the registration of trade marks, prints, and labels, and performs numerous other tasks concerning these functions and other related subjects.

Organization.—In directing the various functions and activities of the Department, the Secretary of Commerce is aided by two Assistant Secretaries, the Solicitor, the Administrative Assistant to the Secretary, the Chief Clerk, and the Divisions of Accounts, Appointments, Publications, and Purchases and Sales.

The following bureaus and offices now comprise the Department:

| | |
|---|---|
| Bureau of the Census | Bureau of Lighthouses |
| Bureau of Fisheries | Patent Office |
| Bureau of Air Commerce | Coast and Geodetic Survey |
| Bureau of Foreign and Domestic Commerce | Bureau of Navigation and Steamboat Inspection |
| National Bureau of Standards | United States Shipping Board Bureau |

The Secretary of Commerce is chairman of the Foreign Trade Zones Board and the Textile Foundation, and is a member of the Special Board for Public Works, the Smithsonian Institution, the Foreign Service Buildings Commission, the Federal Board for Vocational Education, the Council for National Defense, the Federal Oil Conservation Board, the National Resources Committee, the National Archives Council, the Migratory Bird Conservation Commission, the National Emergency Council, the Commission on Enforcement of the Grain Futures Act, and the Regulatory Committee for the Pure Food and Drug Act.

ACTIVITIES

The Solicitor

Departmental Legal Services.—The Solicitor serves as the chief law officer of the Department, rendering legal advice to the Secretary and the bureau chiefs, and legal opinions on matters which arise in the course of the Department's business; supervises the preparation and examination of all contracts and bonds entered into or required by the Department and other legal papers to which the Department is a party.

The Chief Clerk

Supervision of Personnel and Buildings.—The Chief Clerk serves as chief executive officer of the Department, supervising the clerks and other personnel, enforcing the general departmental regulations, and exercises administrative supervision over the buildings occupied by the Department.

Departmental Expenditures, Mail, and Vehicles.—He supervises expenditures from the contingent expense appropriations, has charge of incoming mail and certain of the departmental vehicles, and performs other related functions.

The Division of Accounts

Appropriations, Requisitions, and Accounts.—This division prepares all requisitions for the advance of public funds from departmental appropriations to disbursing clerks and agents, keeping the appropriations ledgers.

Recording of Bonds and General Accounting.—It prepares and records the official bonds and has charge of the general accounting of the Department.

(8-12-35)

The Division of Appointments

Supervision of Personnel Matters.—This division supervises matters relating to personnel, such as appointments, transfers, promotions, reductions, removals, classification, retirement, and efficiency ratings.

The Division of Publications

Preparation and Distribution of Publications.—This division conducts all departmental business with the Government Printing Office, including the editing and preparation of copy, illustrating and binding, the distribution of publications, and the maintenance of mailing lists.

Departmental Advertising and Issuance of Transportation Requests.—It has charge of the advertising of the Department and of the issuance, recording and accounting for transportation requests.

Division of Purchases and Sales

Purchase and Distribution of Departmental Supplies.—This division supervises, under the direction of the Chief Clerk, all work incident to the purchase and distribution of Departmental supplies, and details in connection with property returns.

Bureau of Air Commerce

Administration of Air Commerce Act of 1926.—The Bureau of Air Commerce carries out the duties assigned to the Secretary of Commerce under the provisions of the Air Commerce Act, as amended, which provides for the promotion and regulation of air commerce.

Air Navigation.—The Air Navigation Division establishes, operates, and maintains airways and aids to air navigation, such as intermediate landing fields, beacon lights, radio directional, communication and blind-landing facilities, and weather-reporting services (in cooperation with the Weather Bureau). It compiles flight checks and publishes air-navigation maps in cooperation with the Coast and Geodetic Survey of the Department.

Air Regulation.—The Division of Air Regulation establishes and enforces rules and regulations governing the competency of airmen and the airworthiness of aircraft; promulgates and enforces air-traffic rules and other regulations necessary to the public safety.

Development.—In its development work, the Bureau is engaged in furthering the safety and reliability of aircraft, engines, and accessories. It also is assisting in the development of airports and landing fields and air marking.

Aeronautic Information.—The Bureau is the clearing house for information on all matters pertaining to civil aeronautics.

Bureau of the Census

Compilation of Census and Statistics.—The Bureau of the Census takes the decennial census of the United States, which covers population, agriculture, manufactures, mining, distribution, and unemployment. It takes special censuses of churches and of institutions every 10 years, censuses of agriculture and of electrical industries every 5 years, and a census of manufactures every 2 years. It is continuously engaged in compiling statistics of births, deaths, marriages, divorces, crime, State and municipal finances, current production, and other data relating to social or industrial conditions in the United States.

Bureau of Foreign and Domestic Commerce

Promotion of Foreign and Domestic Commerce.—This bureau is charged with the promotion and development of the foreign and domestic commerce of the United States.

Production and Marketing Reports.—It compiles reports upon domestic and foreign problems relating to production, distribution, and marketing as affecting the important export industries of the United States.

Foreign Trade Reports.—It investigates and reports upon such conditions in the manufacturing industries and trade of foreign countries as may be of interest to the United States and compiles and publishes statistics on foreign trade.

Promotion of Foreign Trade.—It promotes American trade with Europe, Latin America, the Far East, Africa, and other foreign areas.

Enforcement of China Trade Act.—The Bureau administers the China Trade Act regarding the tax exemptions of American firms doing business with China.

Investigation of Foreign Trade Restrictions.—It investigates trade restrictions and regulations of foreign countries in relation to American commerce.

Listing of Foreign Agents.—It prepares and circulates lists of available foreign agents for American firms.

Foreign Commerce Offices.—The Bureau maintains offices in 32 foreign countries which are in charge of commercial attachés and which report on trade conditions and prospects in their respective areas.

Domestic and Foreign Trade Research.—It conducts research in domestic and foreign trade problems which affect industry, maintaining close contact with industrial leaders and providing information and advice on general problems.

Cost and Marketing Information.—The Bureau coordinates information on markets and cost for use by industry and the Government in facilitating business stabilization and its adaptation to changing conditions, prepares statistical and economic analyses, and makes

interpretations and applications of these findings to specific and general problems.

Publication of Business Statistics.—It collects, disseminates, and publishes current business statistics, including the monthly publication *Survey of Current Business*.

Information Regarding Laws, Foreign Buyers, and International Problems.—The Bureau compiles and disseminates information concerning commercial laws and judicial proceedings, lists of and reports upon foreign buyers and related research, and on international financial and economic problems such as tariff, imports, exports, etc.

Shipping Information.—It compiles and furnishes information to shippers on freight rates, services, and facilities, both rail and ocean, to enable them to route shipments more economically.

National Bureau of Standards

Maintenance of Working Standards.—The Bureau develops, constructs, and has the custody and maintenance of the reference and working standards used in science, engineering, industry, and commerce, and conducts the necessary tests and investigations in this connection.

Electrical Measurements and Service.—It maintains standards for electrical measurements, calibrates electrical instruments for industrial and scientific uses, makes specifications and tests of electrical materials, and furnishes development and consulting services to the Government.

Standards of Weights and Measures.—The Bureau has custody of the national standards of length and mass, and conducts research and testing necessary to the scientific, industrial, and commercial use of weights and measures.

Temperature Standards and Motor and Building Material Tests.—It conducts studies of standards for heat and temperature measurements, fire resistive properties of structural and other materials, and makes tests of internal-combustion engines for motor vehicles and aircraft.

Chemical Tests of Various Products.—The Bureau makes chemical tests and investigations of petroleum and its products, paint, varnish, roofing materials, soap, cement, rubber, balloon fabrics, office supplies, steel, nonferrous alloys, platinum chemical reagents, electroplating, electrotyping, gas, and gas appliances.

Testing of Instruments, Appliances, and Structures.—It tests aeronautic and engineering instruments, mechanical appliances, the strength of large fabricated structures of steel and other metals, wind loads on buildings, acoustical properties of building materials, and studies the laws of flowing water and related questions in its hydraulic laboratory.

Analysis of Organic Materials.—It conducts research as to the composition, properties, production, and utilization of organic ma-

terials such as rubber, leather, textiles, paper, and the industrial utilization of agriculture wastes, developing test methods, quality standards, and specifications.

Metallurgical Services.—The Bureau furnishes testing service and renders authoritative opinions on metals, making studies of metallurgical problems with a view to their industrial application, and develops metals for new and unusual conditions.

Tests of China, Porcelain, and Building Materials.—It tests and investigates porcelain, earthenware, china, glass, brick, clay tile, refractories, porcelain enamel ware, cement, concrete, lime, gypsum, building stone, marble, etc.

Scientific Instruments and Gages.—The Bureau constructs and assists in designing scientific instruments of high precision, laboratory apparatus, and equipment required for scientific, engineering, and technological investigations and tests, preparing test specimens, and making standard gages.

Standardization of Manufactured Products.—It cooperates with industrial groups in reducing waste by eliminating unnecessary variety of product through the development of simplified practice recommendations satisfactory to producers, distributors, and consumers alike.

Aid to Construction Industries.—The Bureau cooperates with business and professional groups in furthering construction activities by modernizing building codes, encouraging improved standards for building construction, and the application of the latest developments in the use of building materials.

Grading and Marketing Standards.—It aids commercial groups in the voluntary establishment of grade, quality, and other standards as a national basis for marketing manufactured commodities.

Bureau of Fisheries

Propagation of Food Fishes.—The Bureau operates fish hatcheries for the propagation of useful food fishes, salvaging and distributing them in suitable waters.

Investigation of the Supply of Fish.—It investigates fluctuations in the supply of food fishes, shellfish, and crustaceans in the lakes, rivers, and coast waters of the United States, and develops methods of regulating the fishery and cultivating this supply in the interest of conservation.

Improvement of Fishery Methods.—It conducts studies toward improving fishery methods, including the capture, preservation, utilization, and merchandising of fishery products, and the compilation of statistics thereon.

Administration of Alaska Fisheries and Fur-Seal Industries, and Care of Pribilof Island Natives.—The Bureau regulates and protects the salmon and other fisheries of Alaska, administers the fur-seal herd on the Pribilof Islands, and cares for the native inhabitants of those islands.

Sponge Fishing and Shipment of Bass.—It administers the laws for the protection of Florida coast sponges, and enforces the law regulating the interstate shipment of large- and small-mouth black bass.

Bureau of Lighthouses

Maintenance of Navigation Aids.—The Bureau establishes and maintains navigation aids such as lighthouses and buoys, including equipment and work incident thereto, on the sea and lake coasts of the United States as specifically authorized by law, and on the coasts of all other territory under United States jurisdiction, with the exception of the Philippine Islands and Panama.

Publications.—The Bureau publishes Light Lists which give information on these aids to navigation, and several pamphlets descriptive of buoys, radiobeacons, etc., and cooperates with the Coast and Geodetic Survey in publishing the weekly "Notice to Mariners", which gives the changes in lights, buoys, etc.

Coast and Geodetic Survey

Surveys and Compilation of Information.—The functions of the Bureau include production of charts, for the guidance of mariners through the navigable waters of the United States and its possessions; triangulation and leveling, to furnish control throughout the interior for mapping and other engineering work; observations and analyses of tides and currents, in order that they may be predicted for the mariner; magnetic surveys, to give the mariner and the land surveyor information essential to the use of the magnetic compass and to furnish information to engineers for the development of radio; seismology, to reduce the earthquake hazard by furnishing data by which structures can be erected that will resist earthquakes; and a series of maps of the United States, prepared especially for the information and guidance of the pilots of aircraft.

Coast and Geodetic Publications.—The results of these surveys and studies are published as nautical charts and "Coast Pilots"; annual tables of predicted tides and currents; charts showing magnetic declination; Notice to Mariners (jointly with Bureau of Lighthouses); United States airway maps; publications of geographic positions and elevations; and annual and special publications covering all of its other activities, including comprehensive manuals prescribing the methods which obtain for its various classes of surveying.

Bureau of Navigation and Steamboat Inspection

Navigation, Inspection, and Merchant Marine Laws.—This Bureau supervises the administration and enforcement of the navigation and steamboat inspection laws, and investigates and reports upon the operation of all laws relating to the merchant marine.

Merchant Vessel Recording and Statistics.—It prepares and publishes merchant marine statistics, awards official numbers and signal letters to merchant vessels and maintains records of documents showing tonnage and ownership.

Admeasurement of Merchant Vessels.—The Bureau admeasures the tonnage of all merchant vessels and yachts of the United States for basing tonnage duties, canal tolls, etc.

Administration of Ship Mortgage Act.—The Bureau reviews applications for the remission of fines imposed for violations of the navigation laws and administers the Ship Mortgage Act.

Supervision of Marine Labor Relations; Welfare of Seamen.—The Bureau supervises the making and fulfillment of contracts between seamen and masters of merchant ships, arbitrates and settles disputes between them, and boards vessels entering port to see that the seamen are properly paid off, and is concerned with the welfare of American seamen.

Supervision of Ship Construction and Equipment.—It approves plans for proposed construction and alteration of vessels insofar as the size of its staff permits, making stability tests and calculations, and tests, examines, and approves fire-fighting, life-saving, and other miscellaneous equipment for use on merchant vessels.

Testing of Ship Boilers.—It tests and examines boilers and their appurtenances, approving plans for their construction and alteration, and tests steel for boiler use.

Licensing of Ship Personnel.—The Bureau prepares examinations for masters, mates, pilots, and engineers, reviews appeals in cases of revoked licenses and refusals of licenses, and records all licenses and certificates issued.

Patrol of Coasts and Lakes.—It operates a fleet of vessels patrolling the Atlantic and Gulf coasts and the Great Lakes to determine whether vessels subject to inspection are properly equipped and operated.

Administration of Load Line Act.—The Bureau administers the Load Line Act at all ports of the United States and its possessions.

Enforcement of Miscellaneous Regulations.—It performs numerous other functions, such as certifying able seamen and lifeboatmen, investigating collisions, trying licensed personnel charged with negligence or misconduct, preventing overcrowding of excursion vessels, and otherwise prescribes the rules and regulations in carrying out the navigation and steamboat inspection laws.

The field work of the Bureau in connection with the work of admeasurement, load line enforcement, collection of tonnage taxes, navigation fees, and fines, entrance, clearing and documentation of vessels, enforcing the Mortgage Act of 1920, and the general enforcement of the navigation laws, is performed by employees of the Customs Service of the Treasury Department who, when performing such tasks, are under the supervision of the officials of this Bureau.

Patent Office

Administration of Patent Laws.—The Patent Office administers the patent laws and has charge of all matters pertaining to the granting of letters patent for inventions and the registration of trade marks, prints, and labels.

United States Shipping Board Bureau

Maintenance and Development of the Merchant Marine.—The Bureau is charged with the maintenance and development of a merchant marine capable of carrying the greater portion of the country's commerce, and so serving as a naval or military auxiliary in time of war or national emergency. One of the Bureau's responsibilities is the liquidation of its vessel property and other physical holdings in order to comply with the policy laid down by Congress, looking to ultimate private American ownership of the country's commercial shipping.

Regulation of Common Carriers by Water.—The Bureau exercises regulatory powers over the rates, fares, charges, and practices of common carriers by water in interstate and foreign commerce, and over persons carrying on the business of forwarding or furnishing wharfage, dock, warehouse, or other terminal facilities in connection with such carriers. Carriers in interstate commerce are required to file with the Bureau their maximum rates, fares, and charges, and after approval thereof, to keep such rates, fares, and charges open to public inspection. Carriers in the intercoastal service are required to file their actual rates. The Bureau prescribes and administers the tariff regulations under which rates, fares, and charges are filed, published, and posted.

Conference Agreements.—An important phase of the Bureau's work is the approval, disapproval, or modification of agreements, entered into between persons subject to its regulatory authority, respecting cooperative working arrangements. Approval of such agreements exempts the parties thereto from the operation of the Sherman Anti-Trust Act, the Wilson Tariff Act, the Clayton Act, and supplementary acts and amendments directed at monopolies in restraint of trade.

Adjudication of Complaints.—The Bureau has quasi-judicial authority to receive and determine complaints of shippers, passengers, and others alleging unreasonableness or unjust discrimination by carriers and others subject to its regulatory powers, and may take legal steps to secure enforcement of its orders, other than orders which direct the payment of reparation for violation of its regulatory decisions. In the latter case the person to whom reparation has been awarded may initiate court action to confirm the award and recover damages.

Investigation of Unfair Practices.—Upon formal or informal complaints, and frequently on its own initiative, the Bureau conducts investigations and holds hearings to determine whether the statutes applying to carriers and other persons subject to its regulatory jurisdiction are being violated.

Investigation of Foreign Discrimination.—It also investigates and reports on the action of foreign governments with respect to the privileges afforded and burdens imposed on vessels of the United States, and makes rules and regulations, not in conflict with law, affecting shipping in the foreign trade, in order to adjust or meet unfavorable conditions.

Loans for the Construction and Reconditioning of Merchant Vessels.—In the administration of its construction loan fund the Bureau handles applications for funds to build or recondition merchant ships, passes upon ship designs and specifications, examines the qualifications and financial standing of applicants, prescribes the terms of loans granted, and supervises collections.

Building and Operating Differentials.—The Bureau conducts studies of shipbuilding and ship-operating differentials, as between this country and foreign nations, with a view to determining the financial handicaps which confront American ship operators in the foreign trade.

Certification of Ocean Mail Carriers.—Upon the request of the Postmaster General, the Bureau determines and certifies the type, size, speed, and other characteristics of vessels to be employed on ocean mail routes, the frequency of sailings, and all other facts bearing upon the capacity of the vessels to meet the service requirements laid down by the Postmaster General.

Development of Ports.—With a view to developing ports and marine transportation facilities, the Bureau, in cooperation with the Secretary of War, investigates regions tributary to ports, the natural flow of commerce, causes of port congestion, the subject of water terminals, port facilities, and all related matters. The results of these investigations are embodied in a series of port studies, published jointly by the Bureau and the War Department.

Marine and Dock Labor.—The Bureau studies marine and long-shore labor, maintains current data on domestic and foreign wage scales; investigates and conciliates labor disputes; and keeps itself informed as to ship- and shore-labor conditions here and abroad.

Operations of Government-Owned Ships and Terminal Properties.—The Bureau maintains Government-owned steamship services and terminal properties through proceeds of operations and funds provided by Congress, and is responsible for the proper operation of ships and terminals and the sales of vessels to private citizens and, in certain cases, to aliens.

Shipping Finance and Insurance.—The Bureau compiles data covering the financial condition of American steamship companies,

administers the Marine Insurance Fund, and studies marine-insurance practices in the principal maritime countries.

Shipping Research.—Along with its other activities, the Bureau conducts extensive research into all phases of shipping, including world tonnage movements, data on vessels under all flags, trade routes, etc., and publishes periodical and special reports covering these and other subjects.

Approved.

DANIEL C. ROPER,
Secretary of Commerce.

(8-12-35)

DEPARTMENT OF VETERANS AFFAIRS

OFFICE OF THE SECRETARY

ADJUTANT GENERAL

CHIEF OF STAFF

DEPARTMENT OF VETERANS AFFAIRS

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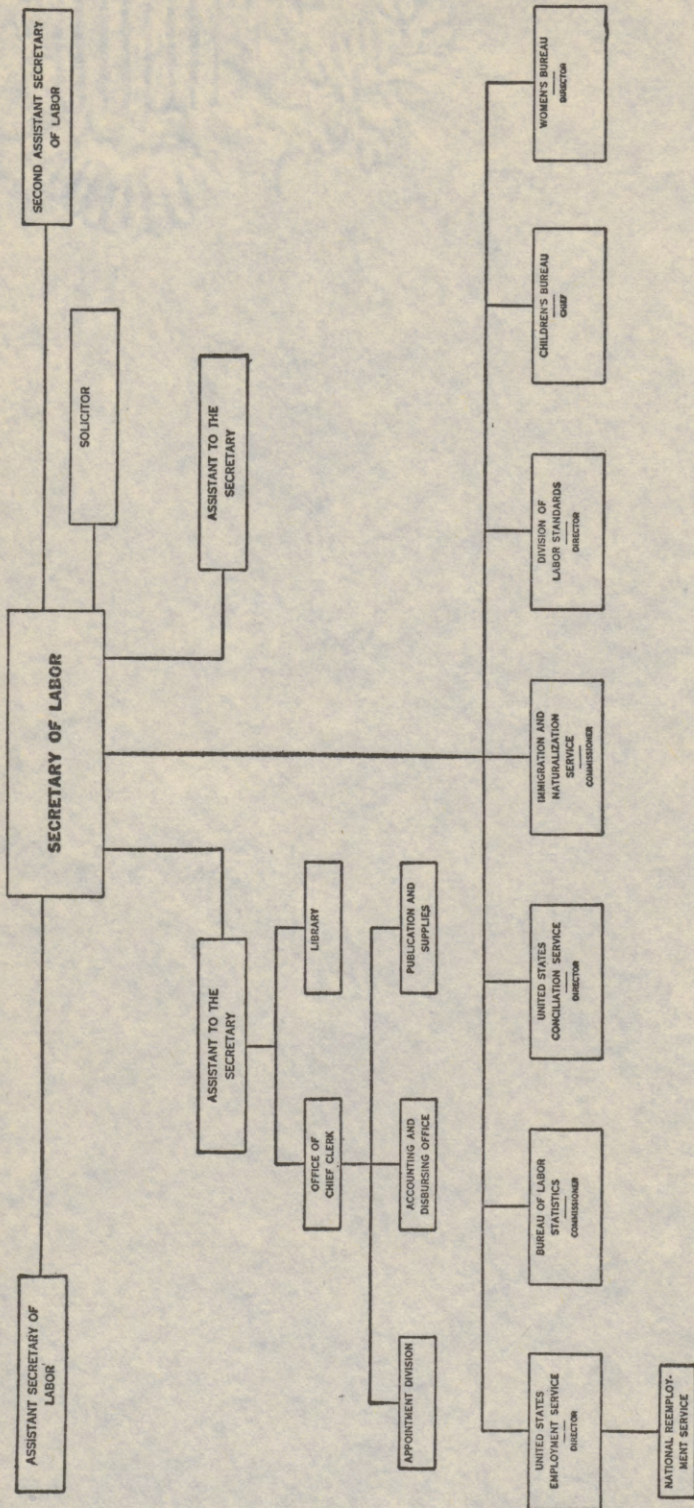
DEPARTMENT OF VETERANS AFFAIRS

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DEPARTMENT OF LABOR



DEPARTMENT OF LABOR

OFFICERS

FRANCES PERKINS, *Secretary of Labor*; FRANCES JURKOWITZ, *Administrative Assistant to the Secretary*; EDWARD F. MCGRADY, *Assistant Secretary*; ARTHUR J. ALTMAYER, *Second Assistant Secretary*; TURNER W. BATTLE, *Executive Assistant to the Secretary*; RICHARDSON SAUNDERS, *Assistant to the Secretary*; CHARLES E. WYZANSKI, JR., *Solicitor*; SAMUEL J. GOMPERS, *Chief Clerk*; JOHN R. DEMOREST, *Chief Accountant*; BENJAMIN R. SHERWOOD, *Chief, Division of Publications and Supplies*; ROBERT C. STARR, *Appointment Clerk*; LAURA A. THOMPSON, *Librarian*

HUGH L. KERWIN, *Director of Conciliation*; ISADOR LUBIN, *Commissioner of Labor Statistics*; DANIEL W. MACCORMACK, *Commissioner of Immigration and Naturalization*; KATHERINE F. LENROOT, *Chief, Children's Bureau*; MARY ANDERSON, *Director, Women's Bureau*; W. FRANK PERSONS, *Director, United States Employment Service*; VERNE A. ZIMMER, *Director, Division of Labor Standards*; TURNER W. BATTLE, *President, United States Housing Corporation*

*JUDGE WALTER P. STACY, *Chairman, Textile Labor Relations and National Steel Labor Relations Boards*; JOHN M. PARIS, *Chairman Bituminous Coal Labor Board**

Information, Room 3122, Department of Labor Building, Fourteenth Street and Constitution Avenue NW., Washington, D. C.

Telephone, NATIONAL 8472, Branch 24

Creation and Authority.—The Department of Labor was created as a separate executive department by act of Congress approved March 4, 1913 (37 Stat. 736). A Bureau of Labor was first established by Congress in 1884 under the Interior Department. Soon thereafter the Bureau was made independent as a Department of Labor, but without executive rank, and later it again became a Bureau in the Department of Commerce and Labor, which was created by act of February 14, 1903 (32 Stat. 827).

Purpose.—The tenth executive department to be created, it has jurisdiction over matters pertaining to fostering, promoting, and developing the welfare of American wage earners, improving their working conditions, and advancing their opportunities for profitable employment. It also supervises enforcement of the immigration, Chinese exclusion, and naturalization laws and directs investigation of matters pertaining to child welfare.

Organization.—Affairs of the Department of Labor are directed by the Secretary of Labor. The chief aides to the Secretary are the Assistant Secretary, Second Assistant Secretary, Solicitor, and several assistants to the Secretary who perform such duties as

are prescribed by the Secretary. The principal Bureaus and Divisions of the Department are as follows:

Bureau of Labor Statistics
Children's Bureau
United States Housing Corporation
Women's Bureau

Immigration and Naturalization Service
United States Employment Service
United States Conciliation Service
Division of Labor Standards

ACTIVITIES

Mediation of Labor Disputes.—*Under the organic act establishing the Department, the Secretary is authorized to act as a mediator or to appoint commissioners of conciliation whenever such action is necessary in the interests of industrial peace. This task of dealing with industrial controversies is chiefly carried on by the Conciliation Service, which seeks to bring about peaceful settlements of disputes arising in various sections of the country between employers and employees.

National Steel Labor Relations Board.—This Board is charged with the duty of mediating in any dispute arising between employers and employees in the iron and steel industries. Originally created by Executive Order No. 6751, dated June 28, 1934, pursuant to authority conferred by Public Resolution No. 44, Seventy-third Congress, approved June 19, 1934, and by Title I of the National Industrial Recovery Act (44 Stat. 195), the Board, following suspension of the codes of fair competition, was retained by the Secretary as an integral part of the Conciliation Service because of the specialized technique it had acquired through its experience in dealing with labor problems in the steel industry.

Textile Labor Relations Board.—This Board is also a subdivision of the Conciliation Service. It performs similar duties with respect to labor disputes in the cotton, wool, and silk textile industries. The Board was first established by Executive Order No. 6858, dated September 26, 1934; also issued pursuant to Public Resolution 44, Title I of the Recovery Act.

Bituminous Coal Labor Board.—Established by the Act of Congress approved August 30, 1935 (Pub., No. 402, 74th Cong.) known as the Guffey Coal Act, this Board was set up to mediate disputes between employers and employees in the bituminous coal industry.*

Collection of Labor Statistics.—The Department is charged with collecting and collating full and complete statistics on all matters pertaining to labor, especially as related to capital, including hours of labor, earnings of workers, conditions of employment, and means for promoting the financial, social, intellectual, and moral welfare of wage earners.

Investigation of Labor-Employer Dispute Causes.—It investigates the causes of labor-employer disputes as they occur, together

with other relevant facts, when such controversies interfere with the welfare of the people of the several States.

Publication of Data on Domestic and Foreign Labor Conditions.—The Department publishes, at regular intervals, a bulletin on labor conditions in this and other countries, including condensations of State and foreign labor reports, information as to conditions of employment, and such other facts as are deemed of value to American industrial interests.

Administration of Immigration and Naturalization Laws.—The Immigration and Naturalization Service administers the immigration and naturalization laws, relating to the admission, exclusion, and deportation of aliens, and the naturalization of aliens lawfully resident in the United States. It investigates alleged violation of those laws and makes recommendations for prosecutions when deemed advisable.

Supervision of Naturalization Work in the Courts.—It supervises naturalization work in the specific courts designated by the act of June 29, 1906, to have jurisdiction in such matters. This includes requirement of accountings from the clerks of such courts for naturalization fees collected, and investigation, through field officers, of the qualifications of citizenship applicants, and representation of the Government at all such hearings.

Matters of Child Welfare.—The Children's Bureau investigates and compiles reports on all matters pertaining to child life and child welfare among all classes of Americans, especially those questions relating to infant mortality, birth rate, orphanages, juvenile courts, desertion, dangerous occupations, accidents, diseases of children, employment, and legislation affecting children in the several States and Territories. Such information may be published to such extent as the Secretary shall prescribe.

The Children's Bureau was given the administration of maternal and child health services, services for crippled children and child welfare services under the Social Security Act of 1935.

The Womens Bureau

Promotion of the Welfare of Wage-Earning Women.—The Women's Bureau is charged with formulating standards and policies for promoting the welfare of wage-earning women, increasing their efficiency, improving their working conditions, and advancing their opportunity for profitable employment. It investigates and compiles reports upon all matters pertaining to the welfare of women in industry, publishing such of this information as the Secretary may direct.

United States Employment Service

Promotion of National System of Employment Offices.—The United States Employment Service is charged with the promotion

and development of a national system of employment offices for men, women, and such minors as are legally eligible for employment.

Veterans', Farm, District of Columbia, and State Employment Services.—The Department maintains a veterans' service to aid veterans in securing employment, a farm placement service which renders similar aid to farm workers, a public employment service for the District of Columbia, and assists in establishing and maintaining public employment offices in the several States and their political subdivisions.

Coordination of Public Employment Offices.—The Department assists in coordinating public employment offices throughout the country, increasing their usefulness by prescribing minimum efficiency standards, and promoting uniformity in their administrative and statistical procedure.

United States Housing Corporation

Liquidation of Government Housing During World War Mobilization.—The United States Housing Corporation is charged with liquidation of the Government's housing undertakings incident to mobilization for the World War. (This now consists chiefly of collecting outstanding payments on houses sold to individuals on long-term installment plans.)

Cooperation With Other Governmental Agencies.—The Department cooperates and makes available services of the Department to other Governmental agencies, particularly those emergency organizations dealing in matters affecting labor and its relation to national recovery. Thus, for example, the National Labor Relations Board, the National Steel Labor Relations Board, the Textile Labor Relations Board, and the National Longshoremen's Board, while independent in their judicial functions, work in cooperation with the Department of Labor, and render their reports to the President through the Secretary of Labor. It mobilizes existing resources and makes them more easily available to the States and to organizations, utilizing the findings of the Department or Government and other agencies for the formulation and promotion of policies and standards.

Approved.

FRANCES PERKINS,
Secretary of Labor.

(12-24-35)

NATIONAL YOUTH ADMINISTRATION

NATIONAL ADVISORY COMMITTEE

CHARLES H. TAUSSIG, *Chairman; Representatives of labor, business, agriculture, education, and youth*

EXECUTIVE COMMITTEE

MISS JOSEPHINE ROCHE, *Assistant Secretary of the Treasury, Chairman*; ARTHUR J. ALTMAYER, *Second Assistant Secretary of Labor*; JOHN STUDEBAKER, *Commissioner, Office of Education*; M. L. WILSON, *Assistant Secretary of Agriculture*; LEE PRESSMAN, *General Counsel, Resettlement Administration*; CHESTER H. MCCALL, *Assistant to the Secretary of Commerce*

OFFICERS

AUBREY W. WILLIAMS, *Executive Director*; RICHARD R. BROWN, *Assistant Director*

Information, 1338 G Street NW., Washington, D. C.

Telephone, District *0330*, Branch 494

Creation and Authority.—The National Youth Administration was established within the Works Progress Administration by Executive Order No. 7086, of June 26, 1935, under authority of the Emergency Relief Appropriation Act of 1935, approved April 8, 1935. (Public Res. No. 11, 74th Cong.)

Purpose.—It is the function of the National Youth Administration to initiate and administer a program primarily for youths in relief families which endeavors, (1) to find employment in private industry for jobless youths between the ages of 16 and 25, (2) to provide employment for such youths at work-relief projects suited to their abilities and needs, (3) to provide vocational guidance and training or retraining for youths without specific skill, (4) to extend part-time employment to needy college students and college graduates and small cash assistance (approximately \$6 per month) to needy high-school students unable to continue their education without aid.

Organization.—The President appointed a chairman of the Executive Committee, members of the Executive Committee, and the Executive Director; the Executive Committee acts as a policy-recommending body aiding and assisting the Executive Director in the administration of the program. The Executive Director will be aided in carrying out the purposes of the organization by a National Advisory Committee composed of outstanding representatives of labor,

business, agriculture, education, and youth. The work of the National Youth Administration is carried on through State youth divisions directed in each State by State directors who are aided and counseled by State advisory committees.

The principal duty of the State director is to develop and carry out a coordinated program of work and work opportunities, job training and retraining, and assistance to needy college and high-school students, utilizing all existing public and private agencies, schools, and various training facilities capable of meeting various phases of the problem.

ACTIVITIES

***Employment.**—In cooperation with the National Youth Administration, the offices of the State Employment Services and the National Reemployment Service offer youth job advice and placement service.

Work Relief Provided on Work Projects.—Constructive, worthwhile work projects designed to provide part-time employment for youth are carried out in order to give work experience and a part-time wage, primarily to young people of certified relief families who are out of school and out of jobs.

Training of Youth For New Work Opportunities.—A major objective of the Administration is to inform young people of the requirements and opportunities in different lines of work and to put them in touch with opportunities for the necessary training or retraining which may be available in any field in which they may be interested. The development of apprentice training in those fields where a deficiency of skilled workers exists will be furthered through State Apprentice Committees established for this purpose.

Educational Aid for Young People.—Small cash aid, approximately \$6 a month for the nine months of the school year, is extended to school students who need money for textbooks, carfare, and other small essentials if they are to continue an education for which they are otherwise qualified. This assistance is available primarily to young men and women in families eligible for relief or work relief. Allotment of these school aids is based on seven percent of the number of persons between the ages of 16 and 25 who were in relief families as of May, 1935.

Similar aid is given to high school graduates and college students who are unemployed and unable to attend college without an opportunity to earn some money through part-time work. Youths in relief families receive first consideration under this program. Attendance at colleges by qualified persons is provided on a work-relief basis at an average of \$15 a month for the nine months of the school year. Allotment of work-relief jobs to a college is based on 12 percent of the total enrollment of the college as of October 15, 1934.

Some especially well qualified graduates of colleges who are unable to find any employment and are unable to continue with graduate training are given the opportunity to earn some money during the school year through part-time work which will enable them to continue their training in qualified graduate schools.

How to Obtain Youth Aid.—Young persons of certified relief families may obtain employment on youth work-relief projects through the local office of the Youth Administration and the Works Progress Administration. High School students requiring financial assistance for the continuation of their education may arrange to secure this aid through school officials. College-aid part-time jobs are distributed through the cooperation of college employment agencies.

STATE DIRECTORS

| | |
|------------------------|--|
| Alabama..... | Thad Holt, 326 First National Bank Building, Montgomery. |
| Arizona..... | Jane Rider, Heard Building, Phoenix. |
| Arkansas..... | J. W. Hull, Russellville. |
| California..... | Mrs. Anne Treadwell, 49 Fourth Street, San Francisco. |
| Colorado..... | Richard Brown, 810 Fourteenth Street, Denver. |
| Connecticut..... | Thomas J. Dodd, 125 Munson Street, New Haven. |
| Delaware..... | *Bankson T. Holcomb, *354 Delaware Trust Building, Wilmington. |
| District of Columbia.. | Commissioner George E. Allen, District Building, Washington. |
| Florida..... | R. C. Beaty, *Roberts* Building, Jacksonville. |
| Georgia..... | Raymond Paty, 10 Forsythe Street Building, Atlanta. |
| Idaho..... | W. W. Godfrey, *Yates Building,* Boise. |
| Illinois..... | William J. Campbell, 7th Floor, 1319 South Michigan Avenue, Chicago. |
| Indiana..... | Edward E. Edwards, *308 West Ohio* Street, Indianapolis. |
| Iowa..... | Paul C. Packer, c/o WPA, Des Moines. |
| Kansas..... | Ann E. Laughlin, 912-14 Kansas Avenue, Topeka. |
| Kentucky..... | Frank D. Peterson, 9th and Broadway, Louisville. |
| Louisiana..... | W. B. Hatcher, *P. O. Box 829, Baton Rouge.* |
| Maine..... | Donald Merriam, Congress Building, Portland. |
| Maryland..... | John J. Seidel, *950* Baltimore Trust Building, Baltimore. |
| Massachusetts..... | Edward L. Casey, c/o WPA, Room 211 Park Square Building, Boston. |
| Michigan..... | William Haber, 609 City National Bank Building, Lansing. |
| Minnesota..... | George A. Selke, 302 Minnesota Building, St. Paul. |
| Mississippi..... | Russell Ellsey, c/o WPA, Tower Building, Jackson. |
| Missouri..... | Clark Buckner, *210 East Capitol Avenue,* Jefferson City. |
| Montana..... | James B. Love, Old High School Building, Helena. |
| Nebraska..... | Gladys J. Shamp, *900 North 16th Street,* Lincoln. |
| Nevada..... | Frank Upham, Jr., 303 South Center Street, Reno. |
| New Hampshire..... | Harold Bingham, Silver and Lincoln Streets, Manchester. |
| New Jersey..... | John A. McCarthy, Industrial Office Building, Newark. |
| New Mexico..... | Clinton P. Anderson, *Box 1291, Albuquerque.* |
| New York..... | Fairfield Osborn, Jr., 205 East 42nd Street, New York City. |
| North Carolina..... | C. E. McIntosh, Commercial National Bank Building, Raleigh. |

| | |
|---------------------|--|
| North Dakota----- | E. A. Willson, c/o WPA, Bismarck. |
| Ohio----- | S. Burns Weston, c/o WPA, *Board of Education Building, Cleveland.* |
| Oklahoma----- | Houston A. Wright, 431 West Main Street, Oklahoma City. |
| Oregon----- | Paul T. Jackson, Bedell Building, Portland. |
| Pennsylvania----- | Isaac C. Sutton, *17th and Sanson Streets,* Philadelphia. |
| Rhode Island----- | R. G. Winterbottom, *17 Customhouse* Street, Providence. |
| South Carolina----- | Dr. Roger L. Coe, Loan & Exchange Building, Columbia. |
| South Dakota----- | Phillip Ketchum, c/o WPA, Pierre. |
| Tennessee----- | Bruce Overton, Nashville. |
| Texas----- | Lyndon B. Johnson, Littlefield Building, Austin. |
| Utah----- | Dr. Francis Kirkham, *300 Continental Bank Building,* Salt Lake City. |
| Vermont----- | Harry W. Witters, State Capitol, Montpelier. |
| Virginia----- | Walter Newman, *State Office Building,* Richmond. |
| Washington----- | John Binns, Washington Building, Tacoma. |
| West Virginia----- | Glenn S. Callaghan, Smallridge Building, Charleston. |
| Wisconsin----- | John Lasher, 149 Wilson Street, Madison. |
| Wyoming----- | Ernest Marschall, 300 21st Street, Cheyenne. |

Approved:

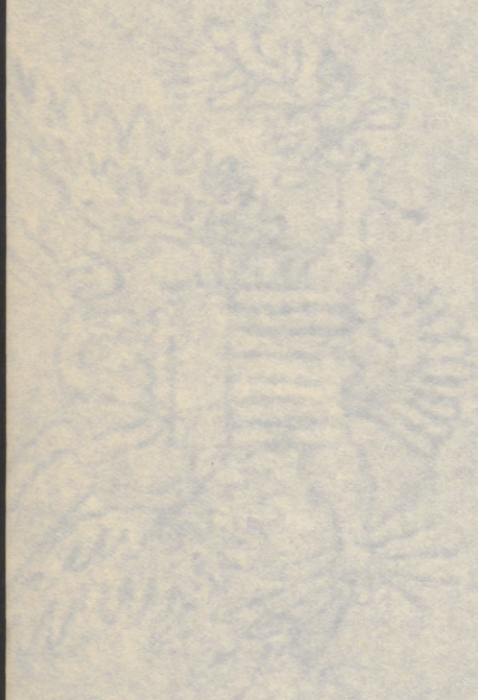
AUBREY W. WILLIAMS,
Executive Director.

LEE PRESSMAN,
General Counsel.

(12-24-35)



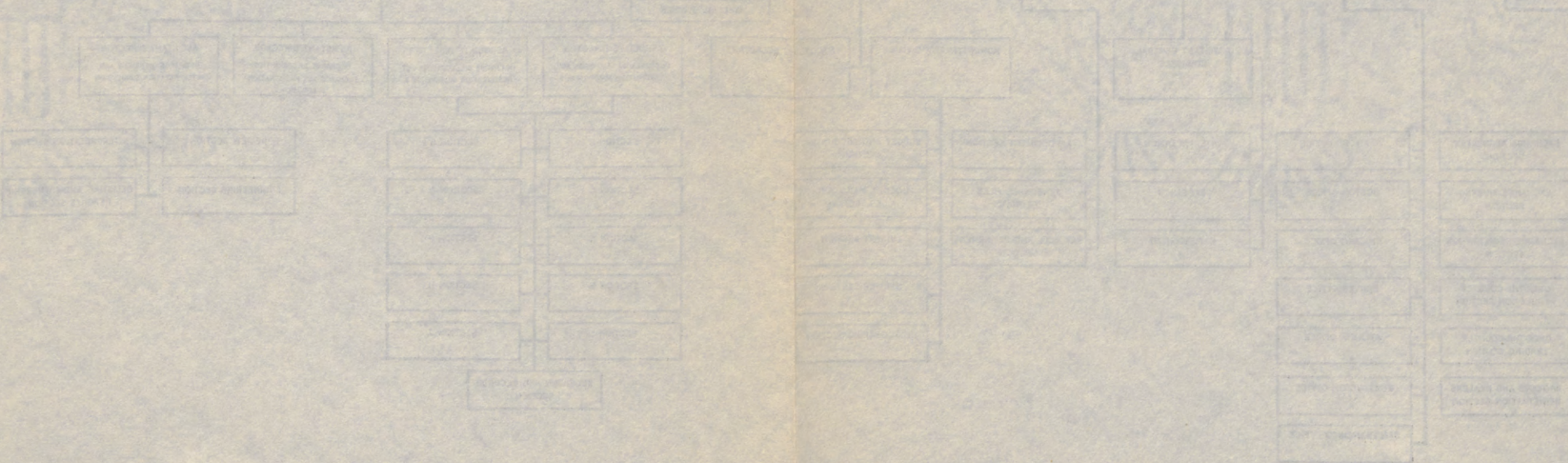
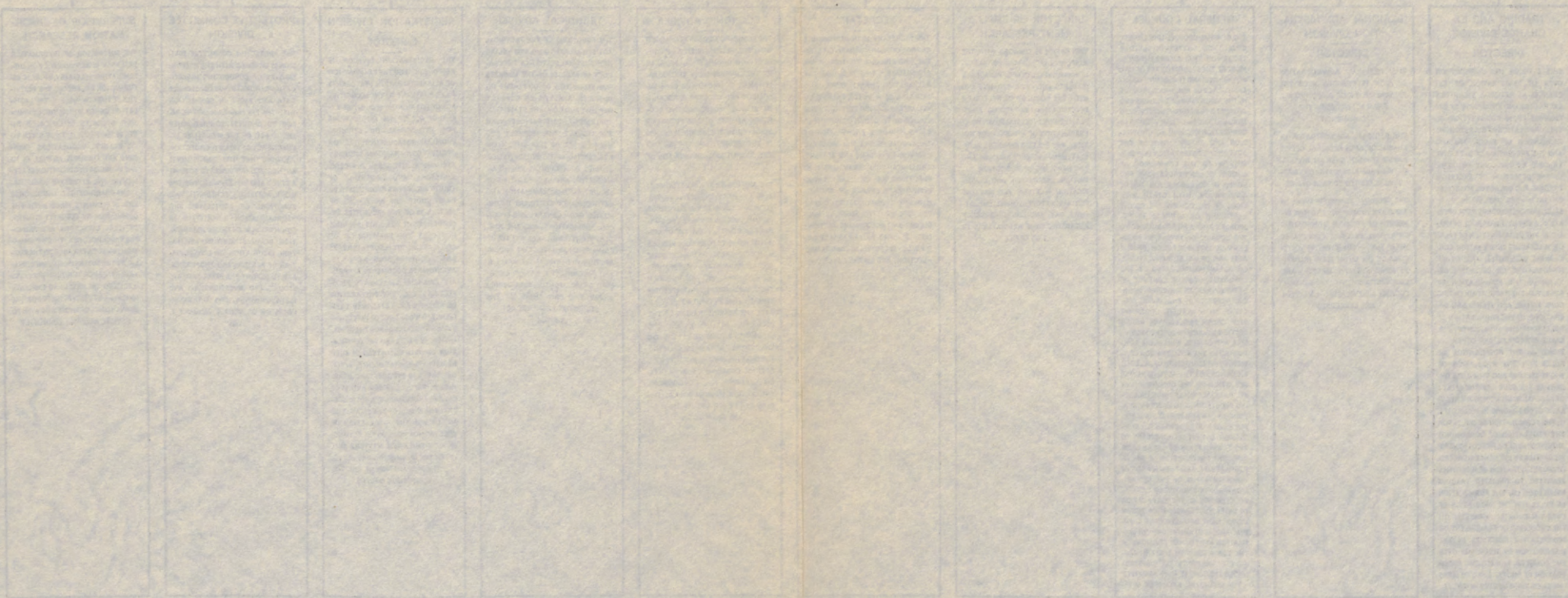




SECURITIES AND EXCHANGE COMMISSION

THE COMMISSION

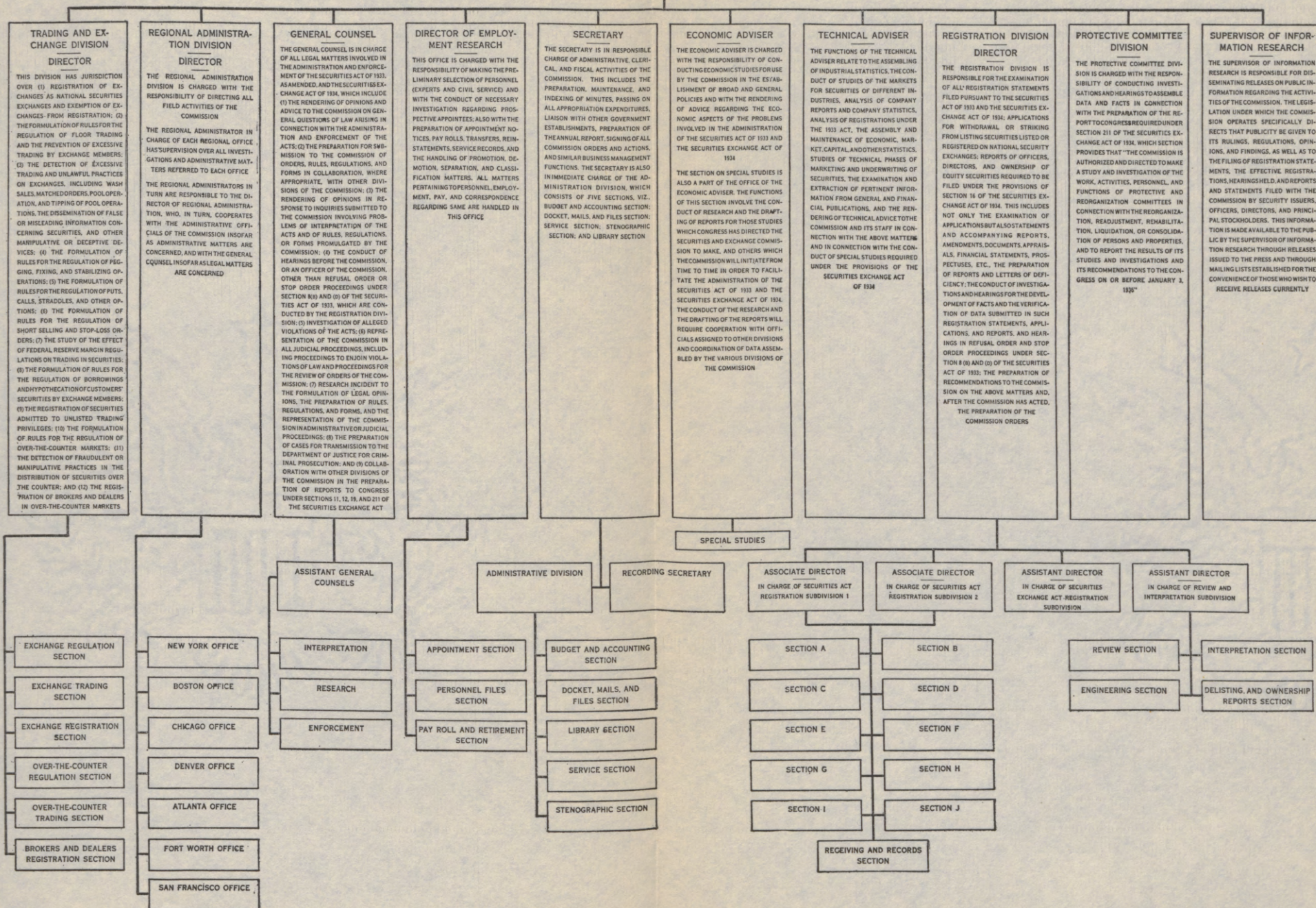
The Securities and Exchange Commission is an independent agency of the United States government, created by the Securities Exchange Act of 1934. It is responsible for enforcing the federal securities laws and for regulating the securities markets and the behavior of market participants.



SECURITIES AND EXCHANGE COMMISSION

THE COMMISSION

THE SECURITIES AND EXCHANGE COMMISSION WAS CREATED PURSUANT TO SECTION 4 OF THE SECURITIES EXCHANGE ACT OF 1934 (PUBLIC ACT NO. 201, 73D CONGRESS, JUNE 6, 1934). THIS COMMISSION IS CHARGED WITH THE RESPONSIBILITY OF CARRYING OUT THE PROVISIONS OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE SECURITIES ACT OF 1933 (PUBLIC ACT NO. 22, 71D CONGRESS, MAY 27, 1933).



SECURITIES AND EXCHANGE COMMISSION

COMMISSIONERS

JAMES M. LANDIS, *Chairman*; GEORGE C. MATHEWS, ROBERT E. HEALY, JAMES D. ROSS; (*Vacancy*)

OFFICERS

JOHN J. BURNS, *General Counsel*; BALDWIN B. BANE, *Director of Registration Division*; DAVID SAPERSTEIN, *Director of Trading and Exchange Division*; (*Vacancy*) *Director of Regional Administration Division*; PAUL GOURRICH, *Technical Adviser to the Commission*; KEMPER SIMPSON, *Economic Adviser to the Commission*; WILLIAM O. DOUGLAS, *Director of the Protective Committee Study*; FRANCIS P. BRASSOR, *Secretary to the Commission and Chief of the Administrative Division*; JOSEPH R. SHEEHAN, *Administrative Coordinator*; (*Vacancy*) *Director of Employment Research*; EDWIN A. SHERIDAN, *Supervisor of Information Research*; and THOMAS H. GAMMACK, *Executive Assistant to the Chairman*

Information, Room 1001, Securities and Exchange Building, 1778 Pennsylvania Avenue NW., Washington, D. C. Public reference room, No. 511

Telephone, DIstrict 3633

***Creation and Authority.**—The Securities and Exchange Commission was created under authority of Public Act No. 291, Seventy-third Congress, approved June 6, 1934, known as the "Securities Exchange Act of 1934." The authority of the Commission was increased by the passage of Public Act No. 333, Seventy-fourth Congress, approved August 26, 1935, known as the "Public Utility Act of 1935."

Purpose.—The Commission was organized on July 6, 1934, to administer the Securities Exchange Act of 1934. To it was transferred the administration of the Securities Act of 1933, previously administered by the Federal Trade Commission. The Commission also administers the Public Utility Act of 1935, regulating holding companies.

Organization.—The Commission is composed of five commissioners, not more than three of whom may be members of the same political party, appointed by the President by and with the advice and consent of the Senate. The statutory term of office of a commissioner is five years, with terms arranged in such manner that there will be a vacancy at the end of each year.

Ten divisions have been created to carry on the work of the Commission, and others are being added to administer the Public Utility Act of 1935. The ten divisions are: Legal Division, Registration Division, Trading and Exchange Division, Regional Administration Division, Administrative Division, Office of the Technical Adviser, Office of the Economic Adviser, Protective Committee Study, and Office of the Supervisor of Information Research.

ACTIVITIES

Functions of the Commission.—The functions of the Commission are divided into three groups: The supervision of registration of security issues and the suppression of fraudulent practices in the

sale of securities under the Securities Act of 1933; the supervision and regulation of transactions and trading in outstanding securities, both on the stock exchanges and in the over-the-counter markets, as provided by the Securities Exchange Act of 1934; and the regulation of public utility holding companies as provided in the Public Utility Act of 1935.

Duties of Commission Under Securities Act of 1933.—This act authorizes the Commission to compel a full and fair disclosure to investors of material facts regarding securities publicly offered and sold in interstate commerce or through the mails, and to prevent fraud in the sale of securities. Registration statements covering securities to be sold are filed on forms approved by the Commission, requiring specified information, financial statements and exhibits, including the form of the prospectus proposed for use in selling the security.

Effective Date of Security Registration Statements.—A registration statement becomes effective 20 days after filing, but the filing of an amendment before that effective date starts a new 20-day period, unless the Commission specifically acts to accelerate the date. Unless a registration statement is in effect, the securities not exempt under the law may not be offered or sold to the public in interstate commerce or through the mails by issuers, underwriters or dealers.

Prospectus Required to be Delivered.—A prospectus giving the pertinent facts as to the issue must be delivered to the prospective purchaser in connection with any sale of registered security involving the mails or interstate commerce.

Operation of Securities Exchange Act of 1934.—This act is designed to eliminate abuses in the securities markets and to make available currently to the public sufficient information concerning the management and financial condition of the corporations whose securities are traded in the securities markets to enable the investor to act intelligently in making or retaining his investments and in exercising his rights as a security holder.

The securities exchanged and the securities traded on exchanges have been brought under the supervision of the Commission by registration or specific exemption. The transactions of officers, directors, and principal stockholders in the shares of their listed companies are published periodically from reports filed with the Commission.

Constant Surveillance of Market Activities.—Machinery has been established for the constant surveillance of security market activities, and steps looking to the regulation of the over-the-counter markets have been taken through a program for the registration of the over-the-counter brokers and dealers.

Regulation of Margins by the Federal Reserve Board.—The Federal Reserve Board is charged with the administration of those provisions of the Securities Exchange Act of 1934 designed to prevent the diversion into security transactions of a disproportionate amount of the nation's credit resources. This is achieved by regulating the amount of the margin which may be extended to customers in connection with securities as well as by regulating the character of

loans to brokers and dealers. Subject to certain exceptions, the latter are forbidden to borrow from persons other than members of the Federal Reserve System or banks subject to the jurisdiction of the Federal Reserve Board.

Public Utility Holding Company Act of 1935.—This act is designed to eliminate abuses and to provide a greater degree of protection for investors and consumers in the field of public utility holding company finance and operation. The Commission is directed to accomplish this end by requiring a full and fair disclosure of the corporate structure of holding company systems.

Elimination of Uneconomic Holding Company Structures.—The Commission's duties include elimination of uneconomic holding company structures; supervision of security transactions by holding companies and subsidiaries; supervision of acquisitions of securities, utility assets, and other interests by holding companies and their subsidiaries; and supervision of dividends, proxies, intercompany loans, and service, sales, and construction contracts.

Application of Utility Act.—This act applies only to electric and gas systems.

Commission Authorized to Revoke Registrations.—In order to accomplish effective regulation under the provisions of the three acts, the Commission is authorized, among other things, to deny, suspend, or revoke registrations of securities and security exchanges. The Commission may institute injunctive proceedings against persons violating these statutes, and it is given the correlated power of subpoena and investigation. All three acts provide civil liabilities and criminal penalties for violations.

No Guaranty by Commission Against Loss to Investors.—Neither the Securities Act of 1933, the Securities Exchange Act of 1934, nor the Public Utility Act of 1935 guarantees investors against loss. The Commission is given certain powers to control the issuance of securities by public utility holding companies and their subsidiaries under the holding company act, but as regards all other issues of securities the Commission can merely require complete disclosure of information in the light of which an investor may adequately form his own opinion.

Complaints and Inquiries Regarding Securities.—Complaints and inquiries should be directed to the Washington office or to any regional office of the Securities and Exchange Commission. Registration statements and other documents filed with the Commission are available for public inspection at the public reference room at the Washington office of the Commission. Photostatic copies of this material may be purchased from the Commission at a price of 10 cents a page for orders of less than 100 pages and 7 cents a page for larger orders, payable in advance.

Duties of Commission Divisions

Legal Division.—This unit, headed by the General Counsel, engages in interpretative, rule-drafting, and research work, as well as in active litigation and in the investigation of complaints of violations of law.

Registration Division.—This division receives and examines registration statements filed for securities under the Securities Act and the Securities Exchange Act, and conducts hearings in connection with refusal and stop order proceedings.

Trading and Exchange Division.—Supervision of regulations governing exchanges, over-the-counter markets, and brokers and dealers is charged to this division, and it also maintains surveillance over activities in the securities markets.

Regional Administration Division.—Activities of the seven regional offices of the Commission located in New York City, Boston, Chicago, Atlanta, Denver, Fort Worth, and San Francisco are directed by this division. Each regional office is managed by a regional administrator with a staff of attorneys and accountants prepared to conduct investigations and to assist and guide the general public in Commission matters in their respective regions.

Administrative Division.—Under the supervision of the Secretary of the Commission, this division has jurisdiction over the administrative, clerical and fiscal activities of the Commission, the maintenance of official minutes of the Commission, liaison with other Government establishments, custody of the dockets and files of the Commission, and other business management activities.

Office of the Director of Employment Research.—This office is responsible for all personnel activities of the Commission.

Office of the Technical Adviser.—In this office are assembled and interpreted for the Commission statistics derived from material filed with the Commission. The office also advises the Commission on the technical aspects of its work.

Office of the Economic Adviser.—This office conducts economic studies to be used in the establishment of broad and general policies arising in connection with the Commission's work.

Protective Committee Study.—This unit conducts investigations and hearings for the purpose of assembling data to be used in the preparation of the report to Congress required under section 211 of the Securities Exchange Act of 1934.

Office of Supervisor of Information Research.—Information regarding the activities of the Commission are disseminated to the public by this office.*

REGIONAL ADMINISTRATORS

Edmund J. Brandon, 62 Devonshire Street, Boston.

Robert G. Page, 120 Broadway, New York City.

Thomas A. Reynolds, 231 South La Salle Street, Chicago.

Oran H. Allred, New Federal Building, Tenth and Lamar Streets, Fort Worth.

Howard A. Judy, Bank of America Building, San Francisco.

Foster Cline, Patterson Building, 1706 Welton Street, Denver.

William Green, Palmer Building, Forsyth and Marietta Streets, Atlanta.

Approved.

JAMES M. LANDIS,
Chairman.

JOHN J. BURNS,
General Counsel.

(10-24-35)

FEDERAL COMMUNICATIONS COMMISSION

COMMISSIONERS

ANNING S. PRALL, *Chairman*; THAD H. BROWN, PAUL A. WALKER, NORMAN S. CASE, IRVIN STEWART, GEORGE HENRY PAYNE, and EUGENE O. SYKES

OFFICERS

HAMPSON GARY, *General Counsel*; JOHN F. KILLEEN, *Director Division of Broadcasting*; R. T. BARTLEY, *Director Telegraph Division*; A. G. PATTERSON, *Director Telephone Division*; HERBERT L. PETTEY, *Secretary*; *LT. E. K. JETT, *Acting* Chief Engineer*
Information, Room 6149, New Post Office Building, Twelfth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, District 1654, Branch 1

Creation and Authority.—The Federal Communications Commission was created by Public Act No. 416, Seventy-third Congress, approved June 19, 1934. Public Resolution No. 8, Seventy-Fourth Congress, authorizes and directs the Federal Communications Commission to investigate and report on all companies engaged directly or indirectly in telephone communication in interstate commerce, including all companies related to them through a holding-company structure or otherwise.

Purpose.—It is the Commission's purpose to provide for the regulation of interstate and foreign communication by wire or radio, centralizing these duties and responsibilities with a view to more effective supervision of communications.

Organization.—The Commission was organized on July 11, 1934, with the principal office at Washington, and 23 field offices at various points throughout the United States. It is divided into three divisions for administrative purposes; namely, the Broadcast Division, the Telegraph Division, and the Telephone Division.

ACTIVITIES

Application of Communications Act to Radio.—The act is applicable to all interstate and foreign transmission of energy by radio which originates in or is received within the United States, and to all persons engaged within the United States in such communication or such transmission of energy by radio, and to the licensing and regulation of radio stations.

Administration of the Act.—The act permits the Commission to divide itself into divisions, each with power to hear and determine cases with the same general jurisdiction and finality as the Commission.

Reports Required of Commission.—The Commission was required to make a special report to Congress not later than February

1, 1935, recommending such amendments to the act as are in the public interest.

Supervision of Wire Communication.—The Commission supervises the transmission of writing, signs, signals, pictures, and sounds of all kinds by aid of wire, cable, or other like connections between the points of origin and reception of such transmission, including all instrumentalities, facilities, apparatus, and services incidental to such transmission.

Radio Communication Defined.—Communication by radio means the transmission by radio of writing, signals, signs, pictures, and sounds of all kinds, including all instrumentalities, facilities, apparatus, and service incident to such transmission.

Interstate Communication.—This is defined by the Commission as transmission from any State, Territory, or possession of the United States or the District of Columbia to any other State, Territory, or possession of the United States or the District of Columbia.

Special Provisions of Act Relating to Broadcasting.—The act provides for extensive regulation and control of the radio broadcasting industry and, in the main, follows the language of the Radio Act of 1927, which is repealed by the present act.

Procedural, Administrative, and Penal Provisions.—Title IV of the new act contains procedural and administrative provisions following substantially those contained in the Interstate Commerce Act. Title V, relating to penal provisions and forfeitures, is similar to the Interstate Commerce Act and the Radio Act and fixes the punishment to be inflicted for violations of the act and regulations of the Commission.

FIELD DISTRICT OFFICES

Radio District No. 1: Charles C. Kolster, Inspector in Charge, Customhouse, Boston, Mass.

Radio District No. 2: Arthur Batcheller, Inspector in Charge, 1024-26-30 Federal Building, 641 Washington Street, New York City.

Radio District No. 3: Louis E. Kearney, Inspector in Charge, 1200 U. S. Customhouse, Second and Chestnut Streets, Philadelphia, Pa.

Radio District No. 4: G. L. Sterling, Inspector in Charge, Fort McHenry, Baltimore, Md.

Radio District No. 5: Edward Bennett, Inspector in Charge, 402 New Post Office Building, Norfolk, Va.

Radio District No. 6: George S. Turner, Inspector in Charge, 411 New Post Office Building, Atlanta, Ga.

Radio District No. 7: Joe H. McKinney, Inspector in Charge, P. O. Box 150, Miami, Fla.

Radio District No. 8: Theodore G. Deller, Inspector in Charge, Customhouse, New Orleans, La.

Radio District No. 9: Louis L. McCabe, Inspector in Charge, Room 209, Prudential Building, Galveston, Tex.

Radio District No. 10: Frank M. Kratokvil, Inspector in Charge, 464 Federal Building, Dallas, Tex.

Radio District No. 11: Bernard H. Linden, Inspector in Charge, 1105 Rives-Strong Building, Los Angeles, Calif.

Radio District No. 12: V. Ford Greaves, Inspector in Charge, Customhouse, San Francisco, Calif.

Radio District No. 13: Kenneth G. Clark, Inspector in Charge, 207 New Court-house Building, Portland, Oreg.

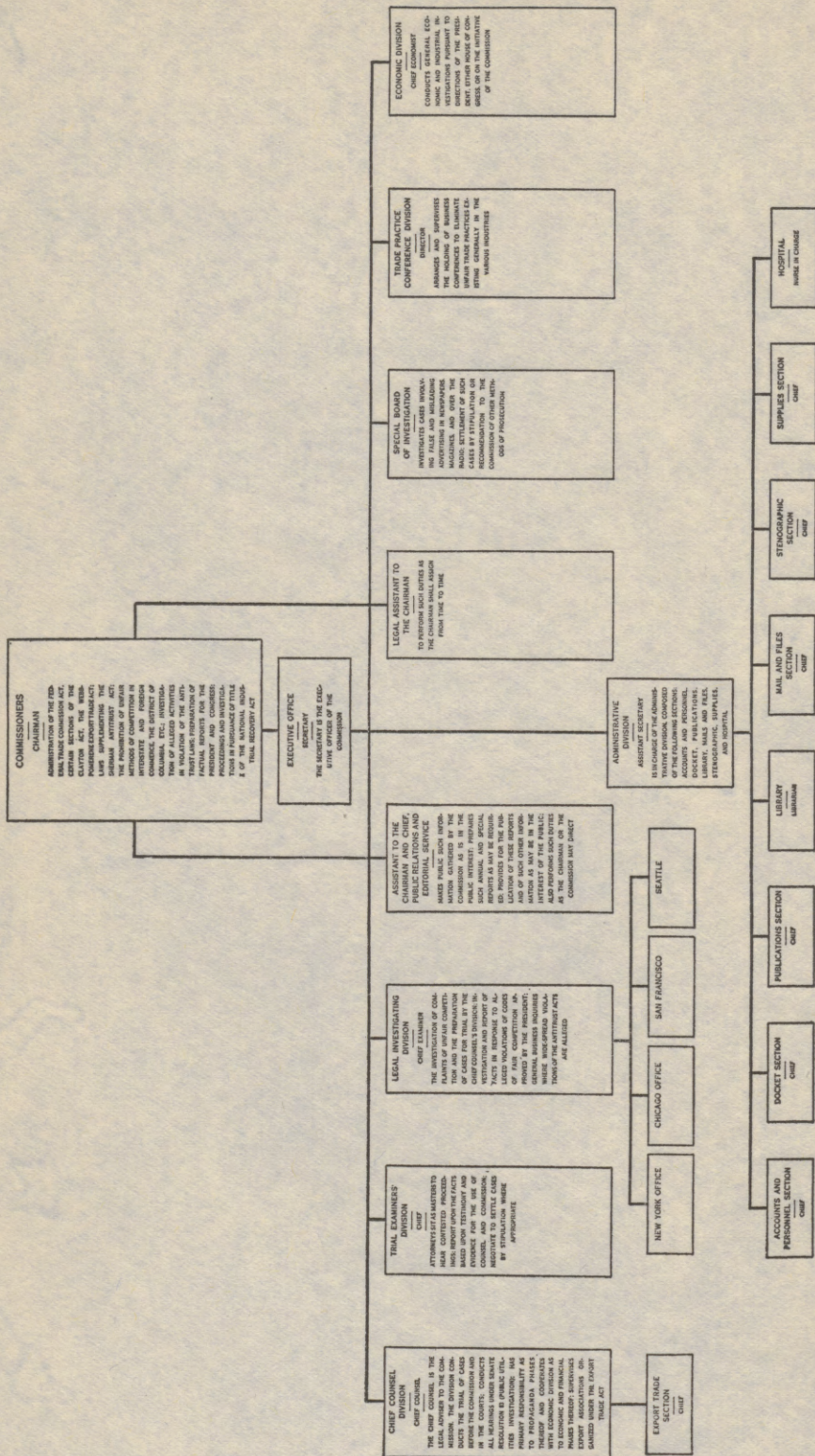
Radio District No. 14: L. C. Herndon, Inspector in Charge, 808 New Federal Building, Seattle, Wash.
Radio District No. 15: Edwin S. Heiser, Inspector in Charge, 538 Customhouse, Denver, Colo.
Radio District No. 16: John M. Sherman, Inspector in Charge, 927 New Main Post Office Building, St. Paul, Minn.
Radio District No. 17: William J. McDonell, Inspector in Charge, 410 Federal Building, Kansas City, Mo.
Radio District No. 18: H. D. Hayes, Inspector in Charge, 2022 Engineering Building, Chicago, Ill.
Radio District No. 19: Emery H. Lee, Inspector in Charge, 1025 New Federal Building, Detroit, Mich.
Radio District No. 20: Milton W. Grinnell, Inspector in Charge, 514 Federal Building, Buffalo, N. Y.
Radio District No. 21: James M. Chapple, Inspector in Charge, Aloha Tower, Honolulu, T. H.
Monitoring Station: Benjamin E. Wolf, Inspector in Charge, Constant Monitoring Station, Grand Island, Nebr.
Monitoring Station: Irving L. Weston, Inspector in Charge, Great Lakes, Ill.

Approved.

ANNING S. PRALL,
Chairman.
 HAMPSON GARY,
General Counsel.

(8-12-35)

FEDERAL TRADE COMMISSION



FEDERAL TRADE COMMISSION

OFFICERS

COMMISSIONERS.—**EWIN L. DAVIS**, *Chairman*; **CHARLES H. MARCH**, **WILLIAM AYRES**, **GARLAND S. FERGUSON, JR.**; * **ROBERT E. FREER**; * **OTIS B. JOHNSON**, *Secretary*

LEGAL WORK.—**WILLIAM T. KELLEY**, *Chief Counsel*; **MARTIN A. MORRISON** and **RICHARD P. WHITELEY**, *Assistant Chief Counsels*; **JAMES A. HORTON**, *Chief Examiner*; **ISHMAEL BURTON** and **JOSEPH E. SHEEHY**, *Assistant Chief Examiners*; **WEB WOODFILL**, *Chief Trial Examiner*; **F. C. BAGGARLY**, *Assistant Chief Trial Examiner*; **GEORGE MCCORKLE**, *Director, Trade Practice Conferences*; **E. J. ADAMS**, *Chairman Special Board of Investigation*; **ELLEN L. LOVE**, *Chief, Export Trade Section*

ECONOMIC WORK.—**FRANCIS WALKER**, *Chief Economist*; **W. H. S. STEVENS** and **WILLIAM H. ENGLAND**, *Assistant Chief Economists*; **LECLAIRE HOOVER**, *Chief Accountant*; **G. A. STEPHENS**, *Chief Statistician*

PUBLIC RELATIONS and EDITORIAL SERVICE.—**JOE L. BAKER**, *Director and Assistant to the Chairman*; **SHIRLEY D. MAYERS**, *Editorial Assistant*

ADMINISTRATIVE DIVISION.—**C. G. DUGANNE**, *Assistant Secretary*; **ANDREW N. ROSS**, *Chief, Accounts and Personnel*; **J. W. KARSNER**, *Chief, Docket*; **HOWARD R. ELIASON**, *Librarian*; **WILLIAM H. GALBRAITH**, *Chief, Mails and Files*; **HAROLD E. STAMM**, *Chief, Publications*; **JOSEPH E. HAUGH**, *Chief, Stenographic*; **SAM F. SHROUT**, *Chief, Supplies*

Information, Room 1049-B, Federal Trade Commission, 2001 Constitution Avenue NW., Washington, D. C.

Telephone, NATIONAL 7720, Branch 215

Creation and Authority.—The Federal Trade Commission was created as an independent agency by the Federal Trade Commission Act of September 26, 1914 (38 Stat. 717). Declaring unfair methods of competition in commerce to be unlawful, section 5 of the act empowered and directed the Commission to prevent persons, partnerships, or corporations (except banks, and common carriers subject to the acts to regulate commerce), from using unfair methods of competition in commerce.

Subsequent legislation delegated further powers and functions to the Commission. The Clayton Act was approved October 15, 1914, "to supplement existing laws against unlawful restraints and monopolies * * *" (30 Stat. 730). The Webb-Pomerene Export Trade Act of April 10, 1918, exempted from the antitrust laws any association composed of two or more persons, partnerships, or corporations engaged solely in export trade (40 Stat. 516).

Purpose.—The general purpose of the Commission is to prevent unfair commercial competition and to collect and publish information on economic phases of domestic industry and foreign trade.

Organization.—The Commission is composed of five members, one of whom is designated annually as chairman. Each is appointed for a term of 7 years by the President, with the approval of the Senate, and not more than three may be of one political party. Each division

of the Commission is charged with certain functions, the general nature of which is indicated by its name as follows: Legal Division, Economic Division, Administrative Division, Public Relations, and Editorial Service.

ACTIVITIES

Prevention of Unfair Commercial Competition.—The Commission is charged with preventing unfair competitive practices which are prohibited by section 5 of the Federal Trade Commission Act. In connection with this, as well as with most of its other functions, the Commission receives and issues complaints, conducts investigations and hearings, and issues cease-and-desist orders in cases of proven violation. Provision is made for appeal to the Circuit Courts of Appeals of the United States to enforce, set aside, or modify orders of the Commission.

Price Discrimination.—The Commission administers section 2 of the Clayton Act, which makes it illegal to establish price discrimination for different commercial purchasers of commodities or products intended for domestic resale or use, where such discrimination might tend to substantially lessen competition or create a monopoly in any line of commerce.

Tying Contracts.—It is a function of the Commission to prevent tying contracts under section 3 of the Clayton Act where such contracts (usually providing price or other concessions in return for exclusive purchasing agreements) would tend to reduce competition or create monopolies.

Corporate Stock Acquisitions.—It is charged with preventing corporate stock acquisitions under section 7 of the Clayton Act, which prohibits any commercial corporation from acquiring, directly or indirectly, capital stock in any similar corporation where such acquisition might tend toward a monopoly in that line of commerce.

Interlocking Directorates.—The Commission investigates and seeks to prevent interlocking directorates under section 8 of the Clayton Act. This section prohibits any director from serving on the boards of two or more corporations which might normally be in competition, provided any of the corporations is capitalized for more than \$1,000,000.

Special Investigations and Reports.—By direction of the President, or by either branch of Congress, at the request of the Attorney General of the United States or upon its own initiative, the Commission conducts investigations of a special or general character.

Authority to Require Information from Corporations.—The Commission is authorized to require corporations engaged in interstate commerce to file reports or submit information as to the conduct of their business.

Foreign Trade Investigations.—The Commission is charged with investigating trade conditions in and with foreign countries, as provided by section 6 (h) of the Federal Trade Commission Act, where

associations, combinations, or practices of manufacturers, merchants, or traders, or other conditions, may affect the foreign trade of the United States. Under this authority complaints filed by foreign concerns against American exporters and importers are investigated.

When features of unfair competition develop, the case is turned over to the Legal Division for proceedings under section 5 of the Federal Trade Commission Act, or section 4 of the Export Trade Act. The most common complaint concerns shipment of defective or inferior products not in accordance with specifications or sample.

Readjustment of Antitrust Law Violators.—The Commission investigates and makes recommendations to the Attorney General for readjusting the business of any corporation alleged to be violating the antitrust acts, or the manner in which any final decree in any antitrust suit is being observed or enforced.

Exemptions for Exporters.—The Commission administers and enforces the terms of the Webb-Pomerene Export Trade Act, exempting from the antitrust laws associations engaged exclusively in export trade.

Trade Practice Conferences Resumed.—Following the Supreme Court decision on May 27, 1935, holding that certain code provisions in the National Industrial Recovery Act (48 Stat. 195) involved an unconstitutional delegation of legislative power to the President, and the joint resolution of Congress (Public Res. No. 26, 74th Cong.), approved June 14, 1935, repealing such provisions and extending said act, with certain amendments relating to exemptions under the antitrust acts, to April 1, 1936, it was announced on July 2 that the Commission would resume holding trade practice conferences as had been done prior to the establishment of the National Recovery Administration, and that, if desired, appropriate labor and wage provisions might be included in the group II parts of such trade agreements or conferences.

Trade Practice Conferences Defined.—The Commission conducts trade practice conferences, at which representatives of an industry voluntarily assemble and consider, under the auspices of the Federal Trade Commission, existing unfair methods of competition, unethical practices and trade abuses, and provide methods for their correction or abandonment. It is a procedure whereby an industry, without expense to its members, takes the initiative in establishing its own rules of fair competition, subject to approval or acceptance by the Commission

BRANCH OFFICES

Room 509, 45 *Broadway*, New York City.

Room 801, Federal Building, Seattle.

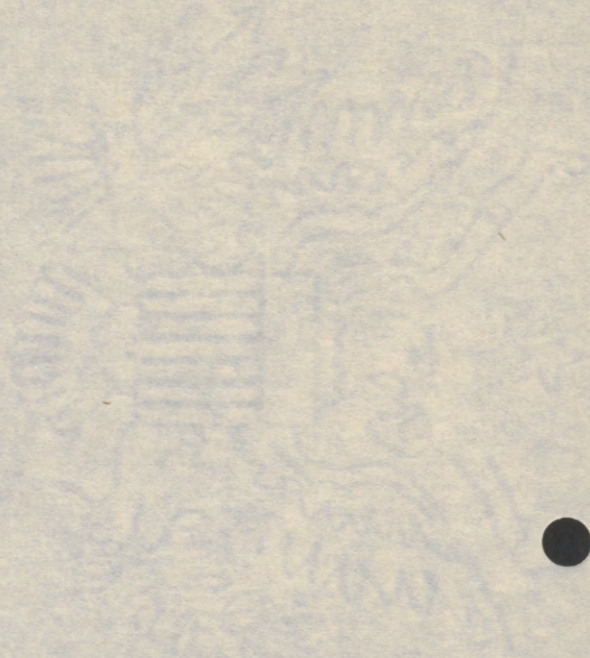
Room 1118, New Post Office Building, Chicago.

Room 707, 544 Market Street, San Francisco.

Approved.

EWIN L. DAVIS,
Chairman.





UNITED STATES TARIFF COMMISSION

THE COMMISSION

1916-1917

1918-1919

1920-1921

1922-1923

1924-1925

1926-1927

1928-1929

1930-1931

1932-1933

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2032-2033

2034-2035

2036-2037

2038-2039

2040-2041

UNITED STATES TARIFF COMMISSION

THE COMMISSION

SIX COMMISSIONERS
CHAIRMAN
VICE CHAIRMAN

DIRECTS ALL ACTIVITIES OF THE TARIFF COMMISSION. HEARS PUBLIC TESTIMONY.
ADVISES THE EXECUTIVE AND LEGISLATIVE BRANCHES

THE SECRETARY

THE EXECUTIVE OFFICER, BUDGET OFFICER, AND DIRECTOR OF ADMINISTRATIVE
ACTIVITIES (MEMBER OF THE PLANNING AND REVIEWING COMMITTEE); CLERK OF PUBLIC
HEARINGS, RECORDER OF COMMISSION MINUTES, AND COORDINATOR OF ACTIVITIES
REQUIRING FORMAL ACTION

TECHNICAL ASSISTANT TO THE CHAIRMAN

SERVES AS EXECUTIVE ASSISTANT AND ADVISER, RENDERS GENERAL
ASSISTANCE IN CONDUCTING INVESTIGATIONS AND FORMULATING
REPORTS, MEMBER AND EXECUTIVE SECRETARY OF PLANNING AND
REVIEWING COMMITTEE. (SEE FUNCTIONS OF COMMITTEE)

CHIEF ECONOMIST

CONSULTANT TO THE COMMISSION AND STAFF ON QUESTIONS OF ECONOMIC
POLICY. MAKES SPECIAL STUDIES ON IMPORTANT ECONOMIC PROBLEMS.
SPECIAL ASSISTANT TO COMMISSION IN WRITING FORMAL REPORTS.
COMMISSION'S REPRESENTATIVE ON CERTAIN INTERDEPARTMENTAL
AND INTERNATIONAL COMMITTEES. CHAIRMAN OF THE PLANNING AND
REVIEWING COMMITTEE

PLANNING AND REVIEWING COMMITTEE

CHIEF ECONOMIST, CHAIRMAN

DIRECTOR OF RESEARCH

THREE ASSISTANT DIRECTORS OF RESEARCH
SECRETARY OF THE COMMISSION
TECHNICAL ASSISTANT TO THE CHAIRMAN
OF THE COMMISSION
CHIEF OF COMMODITY DIVISION CONCERNED
ECONOMIST ASSIGNED TO SUBJECT
UNDER CONSIDERATION

SUPERVISES PLANNING OF INVESTIGATIONS AND CHECKING OF RESULTS.
COORDINATES THE TECHNICAL, THE ACCOUNTING, AND THE ECONOMIC
PHASES IN EACH INVESTIGATION. TRAINS THE STAFF GENERALLY IN
IMPROVED INVESTIGATIONAL METHODS

GENERAL COUNSEL

DIRECTS ACTIVITIES OF LEGAL DIVISION. ADVISES THE COMMISSION AND
STAFF DIVISIONS ON ALL MATTERS OF LAW. ASSISTS ALL INVESTIGATIONS
AND OTHER PROJECTS WITH SPECIAL KNOWLEDGE OF CUSTOMS LAWS,
PROCEDURES, AND HISTORY. KEEPS COMPLETE AND CURRENT THE DE-
TAILED BASIC MATERIAL NEEDED IN THE DISCHARGE OF SPECIAL PROFFES-
SIONAL FUNCTIONS. ASSISTS IN THE CONDUCT OF LITIGATION AFFECTING
THE POWERS AND DUTIES OF THE COMMISSION. APPLIES SPECIALIZED
TARIFF KNOWLEDGE IN THE DRAFTING OF TARIFF LEGISLATION

DIRECTOR OF RESEARCH

DIRECTS AND SUPERVISES MAJOR UNDERTAKINGS OF THE COMMISSION
REQUIRING COMBINED EFFORTS OF ALL STAFF DIVISIONS. DIRECTS ECON-
OMIC RESEARCH AND SUPERVISES PREPARATION OF REPORTS. SERVES
AS CONSULTANT TO COMMISSIONERS IN THE FORMULATION OF RESULTS
OF INVESTIGATIONS AND ESTABLISHMENT OF POLICIES. SERVES AS CON-
SULTANT ON TARIFF AND INTERNATIONAL TRADE PROBLEMS TO COM-
MITTEES OF CONGRESS AND GOVERNMENT DEPARTMENTS. SERVES ON
CERTAIN TRADE AGREEMENTS COMMITTEES. PARTICIPATES IN PLANNING
AND SUPERVISING NEGOTIATIONS FOR TRADE AGREEMENTS. SERVES AS
MEMBER OF PLANNING AND REVIEWING COMMITTEE

ADMINISTRATIVE OFFICER

SUPERVISES ADMINISTRATIVE UNITS. HANDLES SPECIAL PROBLEMS OF
FINANCES, PERSONNEL, SUPPLY, AND OTHER ASSIGNED GENERAL
ADMINISTRATIVE ACTIVITIES

ASSISTANT DIRECTOR OF RESEARCH

HAS GENERAL DIRECTION OF INVESTIGATIONAL WORK BY
COMMODITY DIVISIONS. SERVES AS MEMBER OF PLANNING
AND REVIEWING COMMITTEE

COMMODITY DIVISIONS

COOPERATE WITH OTHER DIVISIONS IN PREPARATION OF
REPORTS. SUPPLY THE TECHNICAL INFORMATION ENTERING
INTO: (A) SPECIFIC TARIFF INVESTIGATIONS FOR CONGRESS; (B)
REPORTS UNDER THE RATE-ADJUSTMENT PROVISIONS; (C)
GENERAL SURVEYS. CONDUCT THE TECHNICAL FIELD WORK.
DRAFT BASIC REPORTS. FURNISH EXPERTS AS NECESSARY,
AND ASSIST IN PREPARING INFORMATION FOR THE COMMITTEE
ON RECIPROCITY INFORMATION

ASSISTANT DIRECTOR OF RESEARCH

ASSISTS IN SUPERVISION AND DIRECTION OF WORK OF ECON-
OMICS DIVISION AND ITS SECTIONS. SERVES AS MEMBER
OF PLANNING AND REVIEWING COMMITTEE

ASSISTANT DIRECTOR OF RESEARCH

HAS DIRECT SUPERVISION OF INTERNATIONAL RELATIONS
DIVISION. ACTS AS CONSULTANT TO THE COMMISSION AND
STAFF IN MATTERS OF INTERNATIONAL COMMERCIAL POLICY.
SERVES AS MEMBER OF PLANNING AND REVIEWING COMMITTEE

FINANCE SECTION

MAINTAINS APPROPRIATION LEDGERS AND ALL
FISCAL RECORDS OF THE COMMISSION. MAKES
ADMINISTRATIVE EXAMINATION OF ALL AC-
COUNTS. HANDLES PURCHASES, SUPPLIES, CON-
TRACTS, PAYMENTS

DOCKET AND PUBLIC INFORMATION SECTION

MAINTAINS DOCKET OF ALL INVESTIGATIONS OF
THE COMMISSION. MAINTAINS MAILING LISTS
PREPARES AND ISSUES PUBLIC NOTICES AND
PRESS NOTICES. CONDUCTS PERTINENT
CORRESPONDENCE

PERSONNEL SECTION

OFFICE OF PREPARATION AND OFFICIAL RECORD
FOR ALL PERSONNEL MATTERS, INCLUDING AP-
PLICATIONS, APPOINTMENTS, PAY, PROMOTIONS,
TRANSFERS, RETIREMENTS, SEPARATIONS, LEAVE,
EFFICIENCY RATINGS, RECORDS OF STATUS, PER-
SONNEL STATISTICS AND ALL GENERAL AND SPECIAL
REPORTS THEREON. PREPARES PAY ROLLS.
SUPERVISES TIME RECORDS

STENOGRAPHIC SECTION

MAINTAINS STENOGRAPHIC POOL. FURNISHES
STENOGRAPHIC SERVICES TO ALL DIVISIONS OF
THE COMMISSION

MAILS AND FILES SECTION

RECEIVES AND DELIVERS INCOMING MAIL. COL-
LECTS AND DESPACHES OUTGOING MAIL. IN-
DEXES AND FILES ALL GENERAL CORRESPOND-
ENCE, DOCUMENTS, REPORTS, ETC. KEEPS
RECORDS CONCERNING THE LOCATION OF MAIL
FROM THE FILES DISTRIBUTED TO THE DIFFER-
ENT OFFICES OF THE COMMISSION. MAINTAINS
A SYSTEM TO INSURE CONCLUSION OF ACTION
ON CASES

GRAPHIC SECTION

HAS CHARGE OF CARTOGRAPHIC DRAFTING, IL-
LUSTRATING, PLANNING EXHIBITS, CHARTING,
AND THE REPRODUCTION OF MAPS AND DRAW-
INGS. ALL DUPLICATING SERVICES OF COM-
MISSION, INCLUDING PHOTOSTATING, MULTI-
GRAPHING, MIMEOGRAPHING, ADDRESSOGRAPH-
ING, ETC.

THE LIBRARY

MAINTAINS AN EXTENSIVE REFERENCE AND CIR-
CULATING LIBRARY ON ALL SUBJECTS DEALING
WITH THE WORK OF THE COMMISSION. FURNISHES
EXPERT TECHNICAL RESEARCH ASSISTANCE

PUBLICATIONS SECTION

HANDLES THE PRINTING OF REPORTS, FORMS,
ETC. DISTRIBUTES THE PUBLICATIONS OF THE
COMMISSION. CONDUCTS APPROPRIATE CORRE-
SPONDENCE

TELEPHONE AND SUPPLY SECTION

MAINTAINS SWITCHBOARD INCLUDING SERVICE
FOR EMPLOYEES' COMPENSATION COMMISSION
AND OTHERS. MAINTAINS SUPPLY ROOM. ISSUES
MESSAGES TO OTHER OFFICES AND ESTABLISH-
MENTS AS DIRECTED. PERFORM OTHER APPROPRIATE
DUTIES AS ASSIGNED

MESSENGERS

DELIVER, AS DIRECTED, MAIL, PAPERS, RECORDS,
DOCUMENTS, REPORTS, ETC. FROM AND TO THE
VARIOUS OFFICES OF THE COMMISSION. DELIVER
MESSAGES TO OTHER OFFICES AND ESTABLISH-
MENTS AS DIRECTED. PERFORM OTHER APPROPRIATE
DUTIES AS ASSIGNED

FIELD SERVICE

SEE UNDER DIRECTOR OF RESEARCH (UNDER
DIRECTION OF SECRETARY FOR ADMINISTRATIVE
AFFAIRS)

ECONOMICS DIVISION

PLANS AND CONDUCTS THE SPECIAL ECONOMIC
PHASES OF ALL INVESTIGATIONS AS DISTINGUISHED FROM THE COMMODITY AND ACCOUNTING
PHASES. TESTS THE ECONOMIC SOUNDNESS
AND COMPLETENESS OF TECHNICAL AND AC-
COUNTING PLANS. CHECKS LIKEWISE THE RE-
SULTS REPORTED FROM FIELD INVESTIGATIONS.
DRAFTS OR PASSES UPON RECOMMENDATIONS.
ASSISTS COMMITTEE ON RECIPROCITY INFOR-
MATION IN PREPARING INFORMATION CONCERN-
ING TRADE AGREEMENT NEGOTIATIONS. ASSIGNS
ECONOMISTS AS NECESSARY AS MEMBER OF PLAN-
NING AND REVIEWING COMMITTEE AND ON OTHER
SPECIAL ASSIGNMENTS

INTERNATIONAL RELATIONS DIVISION

OBTAINS PROMPTLY AND ORGANIZES FOR CUR-
RENT USE ALL AVAILABLE FACTS ON TARIFF DE-
VELOPMENTS IN FOREIGN COUNTRIES. ASSISTS
WITH SPECIAL KNOWLEDGE OF FOREIGN SITUA-
TIONS IN THE PLANNING OF FOREIGN PHASES OF
INVESTIGATIONS. MAKES SPECIAL REPORTS ON
FOREIGN TRADE, TARIFFS AND TRADE RESTRICTIONS.
MAINTAINS CLOSE CONTACTS WITH THE
DEPARTMENTS OF STATE, TREASURY, AND COM-
MERCE. MAKES THE NECESSARY CONTACTS IN
DEALING WITH FOREIGN REPRESENTATIVES IN
WASHINGTON

ACCOUNTING SECTION

PLANS AND CONDUCTS THE COST-ACCOUNTING
PHASES OF ALL INVESTIGATIONS. DRAFTS CON-
SOLIDATED REPORTS ON THE COSTS IN THE DO-
MESTIC AND FOREIGN INDUSTRIES. ASSISTS IN
INVESTIGATIONS THROUGHOUT ALL PHASES AS
MAY BE DIRECTED

STATISTICAL SECTION

KEEPS CURRENT COMPLETE DETAILED TARIFF
STATISTICS. FURNISHES PROMPT, ACCURATE STA-
TISTICAL DATA TO ALL COMMISSIONERS AND
STAFF MEMBERS ON CALL. MAKES STATISTICAL
STUDIES REQUIRED BY SPECIFIC INVESTIGATIONS
OR NECESSARY IN THE EXERCISE OF THE COM-
MISSION'S GENERAL POWERS AND DUTIES. FUR-
NISHES SPECIFIC COMPUTING, CHECKING, AND
SIMILAR SERVICE TO ALL UNITS ON CALL

EDITORIAL SECTION

EDITS AND PREPARES FOR PRINTING MANUSCRIPT
AND PROOF OF THE PUBLICATIONS OF THE
COMMISSION

FIELD SERVICE

NEW YORK AND BRUSSELS OFFICES
INVESTIGATIONS AS DIRECTED

AGRICULTURAL DIVISION

GRAINS AND GRAIN PRODUCTS
HAY, FEEDS, AND SEEDS
FRUITS, VEGETABLES, AND NUTS
CATTLE, POULTRY, AND OTHER LIVESTOCK
MEATS AND WOOLS
DAIRY AND POULTRY PRODUCTS
TOBACCO AND TOBACCO PRODUCTS
PLANTS, NURSERY, AND GREENHOUSE STOCK
PREPARED AND PRESERVED FOODS
COCOA PRODUCTS AND SPICES
BEVERAGES
FISH AND FISH PRODUCTS
SUGAR
MOLASSES AND SIRUPS
MAPLE SUGAR
ADONITE AND OTHER SACCHARIDES
SUGAR, CANDY AND CONFECTIONERY, N. S. P. F.

LUMBER AND PAPER DIVISION

LUMBER: PULPWOOD, LUMBER, SHINGLES, VENEER, PLYWOOD, BARRELS, BOXES, BASKETS, WILLOW, FURNITURE, MANUFACTURES
PAPER: PRINTING, NEWSPRINT, BOARDS, TISSUES, COATED, WRITING, BOOKS, CARDS, LITHOGRAPHIC, MANUFACTURES

SUNDRIES DIVISION

HIDES, SKINS, FURS, HAIR
LEATHER (BOOTS, SHOES, GLOVES, ETC.)
RUBBER MANUFACTURES
LAMINATED PRODUCTS
MUSICAL INSTRUMENTS
CAMERAS, FILMS
STRAW AND FUR FELT HATS
JEWELRY
BRUSHES, BUTTONS, CORK
SPORTING GOODS
DOLLS AND TOYS
MATCHES
SMOKERS' ARTICLES
ARTIFICIAL FLOWERS AND FEATHERS
PENCILS, PENS
UMBRELLAS
SPONGES AND OTHERS

CERAMICS DIVISION

CLAY PRODUCTS
CLAYS, EARTHES, AND OTHER NONMETALLIC
MINERALS
LIME
CEMENT
POTTERY
GLASS, GLASSWARE, AND MIRRORS
MARBLE, GRANITE, AND OTHER STONE
INCANDESCENT ELECTRICAL LIGHT LAMPS

METALS DIVISION

ORES
IRON AND STEEL
NONFERROUS METALS
FERRO ALLOYS AND NONFERROUS ALLOYS
MACHINERY AND VEHICLES
ELECTRICAL EQUIPMENT
WATCHES AND CLOCKS
HARDWARE, TOOLS, CUTLERY
FIREARMS
PROFESSIONAL AND SCIENTIFIC INSTRUMENTS
COAL AND COKE
MANUFACTURES OF METAL

TEXTILE DIVISION

RAW MATERIALS INCLUDING COTTON, SILK,
RAYON, FLAX, HEMP, JUTE, HENEGUEN, ABACA,
ISLE, AND KAPOK
CLOTHS
BLANKETS, SHEETS, TOWELS, ETC.
CARPETS AND RUGS
WEARING APPAREL
YARN AND THREAD
CORDAGE
NETS AND SEINES
RIBBONS AND OTHER SMALL WARES
FELTS, PRESSED OR WOVEN
KNIT GOODS
HANDKERCHIEFS
BAGS AND SACKS
LACE, EMBROIDERY, BRAID
WASTES AND WASTE MATERIALS

TRANSPORTATION SECTION

MAKES TECHNICAL STUDIES OF AND COMPILES
FOR ALL UNITS TRANSPORTATION COSTS ON
FOREIGN AND DOMESTIC COMMODITIES FOR USE
IN CONNECTION WITH INVESTIGATIONS AND
SURVEYS. ROUTES MOST ECONOMICALLY ALL
OFFICIAL PASSENGER TRAVEL

CHEMICAL DIVISION

HEAVY AND FINE CHEMICALS
OILS AND FATS
PETROLEUM AND REFINED PRODUCTS
COALS AND COAL TAR PRODUCTS
DYING AND TANNING MATERIALS AND EXTRACTS
PAINTS, VARNISHES AND PIGMENTS
SOAP AND GLYCERIN
PHENOL AND SYNTHETIC RESINS
EXPLOSIVES
GLUE AND GELATIN
PERFUMES AND PERFUME MATERIALS
FERTILIZERS

UNITED STATES TARIFF COMMISSION

OFFICERS

ROBERT L. O'BRIEN, *Chairman*; THOMAS WALKER PAGE, *Vice Chairman*; EDGAR B. BROSSARD, *Commissioner*; OSCAR B. RYDER, *Commissioner*; *RAYMOND B. STEVENS, *Commissioner*; *SIDNEY MORGAN, *Secretary*; E. DANA DURAND, *Chief Economist*; A. M. FOX, *Director of Research and Chief, Economics Division*; GEORGE P. COMER, *Assistant Director of Research*; BENJAMIN B. WALLACE, *Assistant Director of Research*; MARK A. SMITH, *Assistant Director of Research*; EBEN M. WHITCOMB, *Executive Secretary of Committee on Reciprocity Information, and Secretary of Planning and Reviewing Committee*; ADELE T. JAMESON, *Secretary to the Chairman*; CHARLES E. MCNABB, *General Counsel*; O. A. JUYE, *Chief, Agricultural Division*; FREDERICK L. KOCH, *Chief, Ceramics Division*; DEXTER NORTH, *Chief, Chemical Division*; FRANKLIN H. SMITH, *Chief, Lumber and Paper Division*; F. MORTON LEONARD, *Chief, Metals Division*; LOUIS N. BALLIF, *Chief, Sundries Division*; W. A. GRAHAM CLARK, *Chief, Textile Division*; HOWARD F. BARKER, *Chief, Accounting Section*; *(Vacancy)*, *Chief, Transportation Section*; A. E. WOODY, *Acting in Charge, Statistical Section*; L. W. MOORE, *Administrative Officer*; EDNA V. CONNOLLY, *Docket Clerk*; FRANKLIN C. GETZENDANNER, *Chief, Finance Section*; FRANCES H. SIMON, *Acting in Charge, Personnel Section*; MARTHA W. WILLIAMS, *Editor*; CORNELIA NOTZ, *Librarian*; H. H. WATERS, *Officer in Charge of New York Office*

Information, Room 258, Old Land Office Building, F Street between Seventh and Eighth Streets NW., Washington, D. C.

Telephone, NATIONAL 3947, Branch 2

Creation and Authority.—The United States Tariff Commission was created by Act of Congress approved September 8, 1916 (39 Stat. 795). The Tariff Act of 1922 augmented its powers and functions, introducing the rate-adjustment power, by which provision was made for the modification, by Presidential proclamation, of existing duties according to requirements and limitations set forth in the act. The Tariff Act of June 17, 1930 (46 Stat. 696), provided for a reorganization of the Tariff Commission and reenacted substantially all of the powers and duties previously given it. The Trade Agreements Act of June 12, 1934 (48 Stat. 943), prescribed certain duties for the Commission related to the negotiation of trade agreements and tariff concessions.

Purpose.—It is primarily the duty of the Commission to investigate and report upon all tariff matters as required by statute, and to make such investigations and reports and furnish such information as may be required by the President, the House Ways and Means Committee, the Senate Finance Committee, or either branch of Congress. It also makes studies, surveys, or investigations upon its own initiative. It is required to place at the disposal of the

President or the two above-mentioned committees, whenever requested, all available information, and to report to Congress annually upon its activities. Secondly the Commission has by law several specialized functions, of which the most outstanding is its quasijudicial duty in handling cases of unfair practices in import trade.

Organization.—The Commission consists of six members, appointed by the President and confirmed by the Senate for terms of 6 years each, one term expiring each year. Not more than three commissioners may be of the same political party. The Chairman and Vice Chairman are designated by the President annually from the membership of the Commission. * Five commissioners are now serving.* The chief economist, the director, and the three assistant directors of research, the technical adviser to the chairman, and the general counsel serve as the senior advisers of the Commission in their respective fields, and together with the secretary of the Commission, the chief of the division concerned, and the specially assigned economist, constitute the Planning and Reviewing Committee, which coordinates the work of the Commission. The work of the Commission falls into two groups, general administration and auxiliary services, under the Secretary, and professional, scientific, and technical work under the Director of Research. The research group comprises the following units:

Economics Division:

Accounting Section
Statistical Section
Editorial Section
New York Office
Transportation Section

International Relations Division

Commodity Divisions:

Chemical
Ceramics
Metals
Lumber and Paper
Agricultural
Textile
Sundries

ACTIVITIES

Investigation of Customs Laws Operation.—The Commission is charged with investigating the administration and the fiscal and industrial effects of the United States customs laws, with studying the relations between the rates of duty on raw materials and on finished or partly finished products, and with observing the operation of the customs laws, including their relation to the Federal revenues and the industries and labor of the country.

Investigation of Foreign and Domestic Tariff Relations.—The Commission is responsible for investigating the tariff relations between the United States and foreign countries, including commercial treaties, preferential provisions, and economic alliances. It studies the volume of importations as compared with domestic production and consumption and the effect of foreign export bounties and preferential transportation rates. It also investigates organizations and

(10-11-35)

arrangements in Europe similar to the Paris Economy Pact, and conditions, causes, and effects relating to competition of foreign industries with those of the United States, including cost of production.

***Surveys of Domestic and Foreign Industries.**—In carrying out the requirements of law mentioned above, the Commission has made many comprehensive surveys of industries, publishing them separately or in a series such as the Summary of Tariff Information, which contains a factual digest concerning each of the approximately 3,000 commodities in the dutiable schedules and free list of the Tariff Act.

Investigates Domestic and Foreign Manufacturing Costs.—The Tariff Act of 1930, as did the act of 1922, charges the Commission with investigating, under such reasonable procedure, rules, and regulations as are deemed necessary, the difference in production costs of similar articles manufactured in the United States and abroad, reporting its findings to the President, who may change the rate of duty in accordance therewith to the extent of a 50 percent increase or decrease in the existing duty. A considerable number of tariff rates have been changed in this manner.

Studies Import Invoices.—To carry on properly its work in connection with the comparison of costs of production of similar articles at home and abroad, the Commission makes extensive studies of the invoices and records of imports at the ports of entry and, principally for this purpose, maintains an office at the customhouse in New York.

Special Investigations Ordered by Congress.—In addition to investigations under the flexible tariff which Congress has directed the Commission to make, that body has ordered several special studies, as, for example, that under Senate Resolution 325, adopted January 28, 1933, requiring an economic analysis of foreign trade of the United States in relation to the tariff; those under Senate Resolution 159, April 30, 1934, calling for information on bounties and subsidies to fishery enterprises, and on the employment of nonresident fishermen in United States fisheries, as well as numerous other investigations for which it was considered that the Commission had special facilities or experts on its staff exceptionally well qualified to make such studies.*

Unfair Competition in Import Trade.—*The Commission investigates allegations of unfair methods of competition and unfair acts in the importation or sale of articles in the United States and reports to the President cases in which such methods or acts are established. The President may direct exclusion of the articles from entry into the United States.*

Ascertainment of Foreign Discriminatory Tariffs.—It is the duty of the Commission to ascertain and at all times be informed as to whether any foreign country discriminates against the commerce of the United States, either by discriminatory charges, regulations, laws, administrative regulations, or practices in regard to customs,

port charges, classifications, or other disadvantageous requirements, reporting its recommendations and findings to the President.

Aid in Negotiation of Foreign Trade Agreements.—The Trade Agreements Act of June 12, 1934, designated the Tariff Commission as a source of information and advice to the President in the negotiation of foreign trade agreements involving modifications of tariff rates. The Commission assists the Department of State and the other governmental agencies involved in the tariff bargaining program in the preliminary examination and preparation of material for actual negotiations.

Committee for Reciprocity Information.—By Executive Order 6750 of June 27, 1934, the President created the Committee for Reciprocity Information for the purpose of hearing the views of agriculture, industry, commerce, and the general public on the subject of reciprocal trade negotiations and tariff concessions. The vice chairman of the Tariff Commission, Thomas Walker Page, was made chairman of the Committee for Reciprocity Information. The Commission has assisted the Committee in all phases of its work. The hearings of that committee are held in the offices of the Tariff Commission.

Cooperation with Other Governmental Agencies.—The Tariff Commission renders cooperative service to the Treasury Department in customs classification matters, to the Interior Department on cost and price-fixing studies for the petroleum industry, and to the Federal Alcohol Control Administration on cost studies. Other cooperative services are rendered the National Recovery Administration, the Agricultural Adjustment Administration, the Central Statistical Board, the Executive Committee for the Coordination of Commercial Policy, the Trade Agreements Committee, the Export-Import Banks, and the House Ways and Means and the Senate Finance Committees.

Approved.

ROBERT L. O'BRIEN,
Chairman.
(8-24-35)

FEDERAL POWER COMMISSION

COMMISSIONERS

FRANK R. MCNINCH, *Chairman*; BASIL MANLY, *Vice Chairman*; HERBERT J. DRANE, CLAUDE L. DRAPER, and CLYDE L. SEAVEY

STAFF

OSWALD RYAN, *General Counsel*; ROGER MCWHORTER, *Chief Engineer*; DOZIER A. DE VANE, *Solicitor*; WILLIAM V. KING, *Chief Accountant*; GOODRICH W. LINEWEAVER, *Secretary*; * LEON M. FUQUAY, *Assistant Secretary*; * EARL F. SECHREST, *Administrative Assistant*; THOMAS R. TATE, *Director National Power Survey*; WILLIAM E. MOSHER, *Director * Electric * Rate Survey*; and RALPH W. MARTIN, *Executive Assistant, National Power and * Electric * Rate Surveys*

Information, Room 501, Carpenters' Building, 1003 K Street NW., Washington, D. C.

Telephone, District 0122

Creation and Authority.—As created under the Federal Water Power Act of June 10, 1920 (41 Stat. 1063, 16 U. S. C. 791–823) the Federal Power Commission was originally composed of the Secretaries of War, Interior, and Agriculture. It was reorganized on December 22, 1930 under the act of June 23, 1930 (46 Stat. 797) with five full-time commissioners appointed by the President. Its duties were enlarged under Title II of the Public Utility Act of 1935, approved August 26, 1935, to include jurisdiction, not only over water-power projects on navigable streams or affecting the interests of interstate commerce, or upon public lands as previously provided, but also over the interstate movement of electric energy, and the short title of the act was changed to “Federal Power Act.”

Purpose of Original Act.—The Federal Water Power Act of 1920 represents a declared policy of the Congress to provide for the improvement of navigation through the development of water power on streams subject to Federal jurisdiction or on public lands by private and governmental agencies acting under licenses issued by the Commission. Licenses so issued are subject to conditions prescribed by the act to promote navigation and to conserve water-power resources for the public good, and at the same time aid in safeguarding consumers against exorbitant charges by licensees for generated power.

ACTIVITIES

Recapture of Water-Power Projects.—An important provision of the act relating to water-power projects reserves to the United States, under what is commonly called the “recapture” provision,

Complete section revised.

(11–11–35)

or to any State or municipality designated by the Commission, the right to take over any licensed project at the expiration of the license period upon payment to the licensee of the net investment, not to exceed the then fair value in the project involved. To insure the preservation of the recapture option and the rights relating to it, as well as to make certain the protection provided for the consuming public, the statute requires the Commission to determine the actual legitimate original cost of projects constructed under license, additions and betterments thereto, and, in case of projects constructed prior to license under preexisting authority, to determine their fair value as of the date of license or determination. Provision is made for a reduction of the net investment and consequently of the recapture base, which is also the rate base under the statute for Federal purposes, by the creation of amortization reserves accumulated in excess of a specified reasonable rate of return. In this connection the Commission also prescribes and enforces a system of accounts to be maintained by licensees.

Only Limited Authority over Rates, Services, and Securities.—Those licensees which are interstate public utility companies come under the provisions of Part II of the Federal Power Act relating to all interstate public-utility companies. The Commission's authority over the rates, services, and securities of other licensees, their customers and subsidiaries is very limited. It may regulate the rates, services, and securities of such licensees and purchasers of power from such licensees for the purpose of resale when they are engaged in intrastate business only where the State involved has no duly constituted regulatory agency for the purpose.

Reservation of Power Rights.—The Commission is authorized to determine whether the value of the lands of the United States reserved for power purposes will be injured or destroyed for purposes of power development by location, entry, or selection under the public land laws, with reservation of power rights to the United States.

Determines Value of Power.—The Commission determines the value of power available at Government dams, and the advisability of its development for public purposes.

Annual Rental Charges Fixed.—Annual rental charges are fixed by the Commission in licenses for reimbursement of the cost of the administration of the water-power provisions of the act and for recompensing the United States for the use of its lands and other property.

Charge for Annual Benefits Determined.—In cases where a licensee or other power developer benefits directly from a headwater improvement of another licensee, a permittee, or of the United States, the Commission determines the proper share of the annual charges for interest, maintenance, and depreciation on such headwater

improvement which must be paid by the lower power developer benefitted.

Investigation of Power Resources.—The Commission is authorized to conduct general investigations of power resources and of their relation to interstate and foreign commerce, and of the power industry and its relation to other industries, cooperating with State and National agencies in its investigations, and to publish the results of its work in special and annual reports.

Aids State Regulation

New Functions.—The Public Utility Act of 1935 discloses an intent on the part of Congress to return to local control and management the electric industry, which has been very largely centralized through holding company control, and as a result, in many respects, removed from adequate State regulation. The policy of Congress is to extend Federal regulation to those matters which cannot be regulated by the States, and also exerts Federal authority to strengthen and assist the States in the exercise of their regulatory powers. The Federal Power Act, in addition to amending the Federal Water Power Act of 1920, in order to clarify certain features, confers upon the Federal Power Commission numerous additional functions, some of the most important of which are as follows:

Jurisdiction as to Service and Rates.—The Commission has jurisdiction over the transmission of electric energy in interstate commerce, the sale of electric energy at wholesale in interstate commerce, the exportation of electric energy to foreign countries, and over all public utilities owning or operating facilities used for the transmission or sale of such energy. The Commission passes upon issuance of securities and the purchase, sale, or consolidation of properties by public utilities subject to its jurisdiction, and investigates the rates and charges for electric energy transmitted in interstate commerce, ascertaining whether such rates and charges are fair and reasonable, and, as to wholesale charges, if, after investigation, found to be unfair or unreasonable, fixes fair and reasonable charges.

System of Accounts for Utilities.—The Commission prescribes a system of accounts for public utilities subject to its jurisdiction; the method of accruing depreciation; examines the books and records of such utilities; and requires such periodic and special reports as deemed necessary for the administration of the act.

Cost of Utility Property-Rate Base.—The Commission is authorized, in connection with public utilities subject to its jurisdiction, to investigate and ascertain the actual legitimate cost of their properties, the depreciation therein, and, when found necessary for rate-making purposes, other facts which bear upon the determination of such cost, depreciation, and the fair value of such property.

System of Accounts for Federal Agencies.—The Commission prescribes the system of accounts for all agencies of the Federal Government engaged in the generation, transmission, and sale of electric energy for ultimate distribution to the public.

Regional Power Districts.—The Commission is directed to divide the country into regional power districts for the purpose of assuring an abundant supply of electric energy at the most economical cost throughout the United States.

General Powers of Investigation.—The Commission is authorized to carry on work similar to that of the National Power Survey in collecting information regarding power resources and requirements of the United States, and to publish annual and periodic reports concerning the generation, transmission, distribution, and sale of electric energy however produced throughout the United States and its possessions, and to secure and keep current information regarding the ownership, operation, management, and control of all facilities for such generation, transmission, distribution, and sale; the capacity and output thereof and the relationship between the two; the cost of generation, transmission, and distribution and the rates, charges, contracts, etc., of every electric utility company in the United States and its possessions whether or not otherwise subject to the jurisdiction of the Commission.

Enforcement Provisions.—The Commission may hold hearings on its own initiative or on the complaint of any State commission, municipality, or utility, and bring action in the proper district court of the United States against any person or persons about to engage in any acts or practices which will constitute a violation of the provisions of the Act, or of any rule, regulation, or order of the Commission.

State Cooperation.—The act also authorizes the Commission to cooperate with State public utility commissions to establish joint boards consisting of a representative from each of the several States involved, to conduct hearings, and provides for the furnishing of any information that will be of assistance in State regulation of electric utilities, and to make available to the State commissions its trained rate, engineering, and accounting staffs as witnesses in hearings conducted by State commissions.

Duties in Connection with T. V. A.

Prescribes Account System.—The Commission prescribes a system of accounts to be maintained by the Tennessee Valley Authority Board, similar to that prescribed by the Commission for public utilities.

TVA Corporation is authorized to issue bonds not to exceed in the aggregate \$50,000,000 outstanding at any one time in order to obtain funds to "advise and cooperate with, and assist, by extending credit for

a period of not exceeding five years to, states, counties, municipalities and nonprofit organizations situated within transmission distance from any dam where such power is generated by the Corporation in acquiring, improving, and operating existing distribution facilities and incidental works, including generating plants; and interconnecting transmission lines; or in acquiring any interest in such facilities, incidental works, and lines." No bonds may be issued for the performance of any proposed contract negotiated by the TVA Corporation until the proposed contract has been submitted to and approved by the Federal Power Commission.

Special Duties

In addition to the duties prescribed by statute, the Commission has been conducting special studies and surveys affecting the electric industry and the public, reports on which have been, or are being, prepared for submission to the President and the Congress.

National Power Survey.—Work of the National Power Survey has been under authority as follows:

Executive Order No. 6251, approved August 19, 1933, providing for a nation-wide survey of power resources, the present and future markets for electricity, and methods of balancing power supply and demand.

Senate Resolution No. 80, approved May 29, 1933, directing a survey of the cost of distributing electricity.

Additional and more detailed surveys and studies in connection with national power problems are now being made, and reports thereon will be released as completed:

(a) Holding companies which own and operate electric utilities, showing the area served by each holding company group. (In cooperation with Electric Rate Survey.)

(b) Power requirements of electric railways and electric-steam railroads.

(c) Rural electrification in United States.

(d) Industrial power survey of United States.

(e) Chemical, electrochemical, and electrometallurgical power requirements.

(f) Cost of distributing electricity.

(g) Interconnection and coordination of power facilities.

(h) Relation of coal and other fuels to hydroelectric development.

(i) Undeveloped water resources, with feasible sites classified on an economic basis.

(j) Power resources and markets in each of seven regions into which the United States has been divided.

(k) Location of large-scale steam-electric power plants.

Power and Rate Reports.—Reports in process of printing for early release are:

(a) Analysis of typical bills in residential service by States and geographic divisions.

(b) Glossary of important rate and power terms.

Reports are in course of preparation for printing on the following subjects:

1. Electric Appliance Merchandizing.
2. Operations, Finances and Rates of Municipal Electric Utilities.
3. Typical Bills and Line Extension Construction Costs for Rural Electric Service.
4. Typical Bills for Commercial and Industrial Service, Special Contracts, and State Reports.
5. Holding Companies. (In cooperation with National Power Survey.)
6. Trends of Typical Bills and of Electric Consumption in Residential Service.
7. Analytical Studies of Rate Schedules, Including Promotional Rates and Uniformity.
8. History of Electric Rates, Rate Making Practices, Sources of Power, Principal Characteristics of Utilities and other Statistics.
9. Survey of Cost of Electricity to Federal institutions and establishments.

A survey is being made of the restraining orders issued by courts in connection with proposed municipal or other publicly owned electric light and power plants, the cost of proceedings, and loss to the public therefrom.

Approved:

FRANK R. MCNINCH,
Chairman.
(11-11-35)

NATIONAL POWER POLICY COMMITTEE

MEMBERS

HAROLD L. ICKES, *Secretary of the Interior, Chairman*; MORRIS L. COOKE, *Vice Chairman*; JOEL DAVID WOLFSOHN, *Executive Secretary*; ROBERT E. HEALY, DAVID E. LILIENTHAL, FRANK R. MCNINCH, GEN. EDWARD M. MARKHAM, DR. ELWOOD MEAD, T. W. NORCROSS; BENJAMIN V. COHEN, *General Counsel*; and HENRY HERMAN, *Assistant Counsel*

Information, Room *7027*, Department of the Interior Building, Eighteenth and F Streets NW., Washington, D. C.

Telephone, DIstrict 1820, Branch 775

Creation and Authority.—The Committee was organized under authority of a letter from the President to the Secretary of the Interior, dated July 9, 1934.

Purpose.—It is the purpose of the National Power Policy Committee to plan for the closer cooperation of the several factors involved in the electrical power supply of the United States, both public and private, whereby national policy in power matters may be unified and electricity made more broadly available at cheaper rates to industry, to domestic and to agricultural consumers. *The Committee acts in a capacity advisory to the President.*

Organization.—The National Power Policy Committee is composed of officials of various Federal Government units. It has the cooperation of the Federal Power Commission and the Federal Trade Commission, as well as other Federal agencies in assembling data for its report.

Approved.

HAROLD L. ICKES,
Chairman.

(9-24-35)

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NATIONAL WATER POLLUTION ACT

Section 1. (a) The purpose of this Act is to provide for the control and abatement of pollution of navigable waters and to prevent, reduce, and eliminate the discharge of pollutants into the navigable waters.

(b) The Secretary of the Army, acting through the Chief of Engineers, shall be the principal officer charged with the administration of this Act.

(c) The Secretary of the Army shall have the honor and pleasure of the grade of Major General, United States Army, and shall be appointed by the President, by and with the advice and consent of the Senate.

(d) The Secretary of the Army shall have the honor and pleasure of the grade of Major General, United States Army, and shall be appointed by the President, by and with the advice and consent of the Senate.

(e) The Secretary of the Army shall have the honor and pleasure of the grade of Major General, United States Army, and shall be appointed by the President, by and with the advice and consent of the Senate.

Section 2. (a) The Secretary of the Army, acting through the Chief of Engineers, shall be the principal officer charged with the administration of this Act.

(b) The Secretary of the Army shall have the honor and pleasure of the grade of Major General, United States Army, and shall be appointed by the President, by and with the advice and consent of the Senate.

(c) The Secretary of the Army shall have the honor and pleasure of the grade of Major General, United States Army, and shall be appointed by the President, by and with the advice and consent of the Senate.

(d) The Secretary of the Army shall have the honor and pleasure of the grade of Major General, United States Army, and shall be appointed by the President, by and with the advice and consent of the Senate.

(e) The Secretary of the Army shall have the honor and pleasure of the grade of Major General, United States Army, and shall be appointed by the President, by and with the advice and consent of the Senate.

UNITED STATES CIVIL SERVICE COMMISSION

GENERAL SUPERVISION OVER ALL CIVIL SERVICE ACTIVITIES IN EACH DISTRICT. SUPERVISORS OF LOCAL BOARDS OF EXAMINERS, EACH DISTRICT ACTS IN MANY RESPECTS AS A COMPLETE LOCAL CIVIL SERVICE COMMISSION WITH RESPECT TO RECEIPT OF APPLICATIONS, HOLDING EXAMINATIONS, AND CERTIFICATION OF ELIGIBLES. SEPARATE OFFICES ARE MAINTAINED IN THE FOLLOWING CITIES: BOSTON, NEW YORK, PHILADELPHIA, WASHINGTON, D. C., ATLANTA, CINCINNATI, CHICAGO, ST. PAUL, ST. LOUIS, MINNEAPOLIS, PITTSBURGH, PORTLAND, SEATTLE, AND DENVER.

CIVIL SERVICE COMMISSION

COMMISSIONERS

HARRY B. MITCHELL, *President*; LUCILLE FOSTER McMILLIN, and LEONARD D. WHITE

OFFICERS

LAWSON A. MOYER, *Chief Examiner*; KENNETH C. VIPOND, *Assistant Chief Examiner and Budget Officer*; J. H. WEISS, *Assistant Chief Examiner, Field*; CECIL E. CUSTER, *Cost Accountant and Assistant Budget Officer*; WILLIAM C. HULL, *Executive Assistant to the Commissioners*; C. C. HATHAWAY, *Personnel Officer*; L. J. O'ROURKE, *Director of Scientific Research in Personnel and Administration*; DR. ARTHUR R. BUTLER, *Medical Officer*; JAMES G. YADEN, *Chief, Examining Division*; FREDERICK W. BROWN, *Assistant Chief, Examining Division*; LAURA L. TRACY, *Chief, Clerical Examining Section*; B. A. BRANDE, *Chief, Certification Section*; JAMES B. BAUGH, JR., *Chief, Application Section*; LEWIS H. FISHER, *Chief, Service Record and Retirement Division*; VIVIAN CARLSON, *Assistant Chief, Service Record and Retirement Division*; WILLIAM L. QUAD, *Chief, Correspondence Division*; JUNE K. LAWSON, *Chief, Mail and Files Section*; ISMAR BARUCH, *Chief, Personnel Classification Division*; JOSEPH L. SPILMAN, *Assistant Chief, Personnel Classification Division*; HENRY A. HESSE, *Chief, Investigations Division*; HENRY G. PORTER, *Chief, Accounts and Maintenance Division*; RAY L. WOODWARD, *Assistant Chief, Accounts and Maintenance Division*; *EDWARD L. BENNETT, *Chief, Editing and Recruiting Section**; and HELEN A. CHASE, *Clerk in charge of Information Office*

BOARD OF APPEALS AND REVIEW

M. J. MCAULIFFE, *Chairman*; JOHN F. EDWARDS, and S. G. HOPKINS

Information, Room 113, Civil Service Commission, Seventh and F Streets NW., Washington, D. C.

Telephones, National 0072 and 0075, Branches 66 and 106

Creation and Authority.—The United States Civil Service Commission was created by an act of congress approved January 16, 1883 (22 Stat. 403). The fundamental purpose of the law was to establish, in the parts of the service covered by its provisions, a merit system whereby selection for appointment should be made upon the basis of demonstrated relative fitness without regard to political, religious or other considerations. An act of March 3, 1871 (16 Stat. 514) had previously authorized the President to prescribe regulations for the admission of persons into the civil service.

Purpose.—The Civil Service Act requires that the rules shall provide, among other things, for open competitive examinations to test the fitness of applicants for the classified service, the making of appointments from among those passing with the highest grades, an apportionment of appointments in the departments at Washington

among the States and Territories, a period of probation before absolute appointment, and the prohibition of the use of official authority to coerce the political action of any person or body. The act also provides for investigations regarding the enforcement of the rules and forbids, under penalty of fine or imprisonment, or both, the solicitation by any person in the service of the United States of contributions to be used for political purposes from persons in such service, or the collection of such contributions by any person in a Government building.

Organization.—The Commission is composed of three members, not more than two of whom may be of the same political party, and one of whom acts as President of the Commission. The Commissioners are assisted by the Chief Examiner, who is the chief executive and technical officer of the organization. The principal divisions of the Commission are as follows: Examining Division, Research Division, Investigations Division, Personnel Classification Division, Service Record and Retirement Division, Board of Appeals and Review, Correspondence Division, and Accounts and Maintenance Division.

The Commission's organization includes 4,500 local boards of examiners throughout the country, reporting to 13 district managers located in larger cities. The members of the boards are detailed from other branches of the service to assist the Commission.

ACTIVITIES

Civil Service Examinations.—Assembled examinations are held in more than 700 cities throughout the country. Information regarding examinations is available at all first and second-class post offices. Through its competitive examination system, the Commission determines the relative fitness of applicants for the approximately 1,700 different kinds of positions represented in the Civil Service.

Appointments and Change in Status.—The Commission makes certification for appointment from its register to fill vacancies, and acts also in cases involving change in status, such as promotion, transfer and reinstatement. It maintains service records of permanent employees in the executive civil service.

Investigations by the Civil Service Commission.—The Commission conducts investigations of character and suitability of applicants and also investigates cases of fraud, irregularities in examinations, and political activity of classified employees. It conducts oral examinations and handles fingerprint records of appointees.

Classification of Civil Service Positions.—The Commission is charged with ascertaining the duties and responsibilities of positions within the scope of the Classification Act of 1923, as amended, and allocating them into services, classes, and grades. It supervises the

preparation and revision of class specifications, which contain titles of classes, and sets forth classification standards, duties, and responsibilities, including a schedule of minimum qualifications for each class.

Personnel Research by Civil Service Commission.—The Commission conducts research to improve personnel administration, involving problems of efficiency ratings, supervision, etc. It constructs new examinations to improve selection methods, and coordinates its research with that of the Council of Personnel Administration.

Retirement Act Administered by Commission.—The Retirement Act of May 22, 1920 (41 Stat. 614), as amended, is administered by the Commission. The law provides for retirement with annuity after a specified term of service and upon reaching the prescribed retirement age, or in case of total disability. The Commission also administers the Canal Zone Retirement Act.

Appeal and Review of Commission Rulings.—The Board of Appeals and Reviews has appellate jurisdiction in all matters pending before the commission. It reviews the record and passes upon the merit of appeals from ratings in all examinations, including character investigations, and considers appeals from debarment from examination for unsuitability. It hears appeals from action taken in cases of transfer, reinstatement, promotion, or proposed noncompetitive appointments, in cases of retirement, and with regard to matters of allocation.

Number of Civil Service Employees.—In 1883, the year in which the civil service law was enacted, 13,924 positions were made subject to competition. On June 30, 1934, the date of the latest available compilation, there were 461,587 positions in the classified service. In June, 1935, there were 717,712 positions in the entire executive branch of the Federal Government, this number including positions classified under the civil service law and those not so classified.

UNITED STATES CIVIL SERVICE DISTRICTS

District No. 1.—Headquarters, Post Office and Courthouse Building, Boston, Massachusetts; Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

District No. 2.—Headquarters, Federal Building, Christopher Street, New York, N. Y.: New York, and in New Jersey the counties of Bergen, Essex, Hudson, Middlesex, Monmouth, Morris, Passaic, Sussex, and Union.

District No. 3.—Headquarters, Old Post Office Building, Philadelphia, Pennsylvania: Pennsylvania, Delaware, and the counties in New Jersey not included in the second district.

District No. 4.—Headquarters, Civil Service Commission Building, Seventh and Streets NW., Washington, D. C.: Maryland, Virginia, West Virginia, North Carolina, and the District of Columbia.

District No. 5.—Headquarters New Post Office Building, Atlanta, Georgia: South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

District No. 6.—Headquarters, Old Post Office Building, Cincinnati, Ohio: Ohio, Indiana, and Kentucky.

(12-24-35)

District No. 7.—Headquarters, New Post Office Building, Chicago, Illinois: Wisconsin, Michigan, and in Illinois the counties of Boone, Bureau, Carroll, Cook, De Kalb, Du Page, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, La Salle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putman, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford.

District No. 8.—Headquarters, New Post Office Building, St. Paul, Minnesota: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

District No. 9.—Headquarters, *New U. S. Court House and Customhouse, Ninth and Market Streets,* St. Louis, Missouri: Kansas, Missouri, Oklahoma, Arkansas, and the counties in Illinois not included in the seventh district.

District No. 10.—Headquarters, Customhouse Building, 423 Canal Street, New Orleans, Louisiana: Louisiana and Texas.

District No. 11.—Headquarters, Federal Office Building, Seattle, Washington: Montana, Oregon, Idaho, Washington, and the Territory of Alaska.

District No. 12.—Headquarters, 995 Market Street, San Francisco, California: California, Nevada, and Arizona.

District No. 13.—Headquarters, Post Office Building, Denver, Colorado: Colorado, New Mexico, Utah, and Wyoming.

Hawaii (Subsidiary Twelfth District).—Assistant Manager in Charge, U. S. Civil Service Board for Hawaii, Federal Building, Honolulu, T. H.

Canal Zone.—Secretary, Board of U. S. Civil Service Examiners, Balboa Heights, C. Z.

Philippine Islands.—Director of Civil Service, Manila, P. I.

Puerto Rico.—Chairman, Puerto Rican Civil Service Commission, San Juan, P. R.

Approved.

HARRY B. MITCHELL,
President.

(12-24-35)

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

THE COMMISSION
 The Commission is composed of five members, one of whom is the Chairman. The members are appointed by the President, by and with the advice and consent of the Senate, for terms of five years. The Chairman is elected by the members of the Commission for a term of one year. The Commission may hold such public hearings as it may deem appropriate and may cause to be printed such reports and documents as it may deem necessary.

EXECUTIVE SECRETARY
 The Executive Secretary is appointed by the Commission and is responsible for the day-to-day operations of the Commission. He or she is also responsible for the preparation and distribution of the Commission's reports and documents.

CIVIL RIGHTS DIVISION
 The Civil Rights Division is responsible for the investigation and enforcement of the Civil Rights Act of 1964, as amended. It also has jurisdiction over the enforcement of the Equal Pay Act of 1963 and the Fair Labor Standards Act of 1938, as amended.

LABOR RELATIONS DIVISION
 The Labor Relations Division is responsible for the investigation and enforcement of the National Labor Relations Act of 1935, as amended. It also has jurisdiction over the enforcement of the Fair Labor Standards Act of 1938, as amended.

INDUSTRIAL DIVISION
 The Industrial Division is responsible for the investigation and enforcement of the Fair Labor Standards Act of 1938, as amended. It also has jurisdiction over the enforcement of the Equal Pay Act of 1963 and the Civil Rights Act of 1964, as amended.

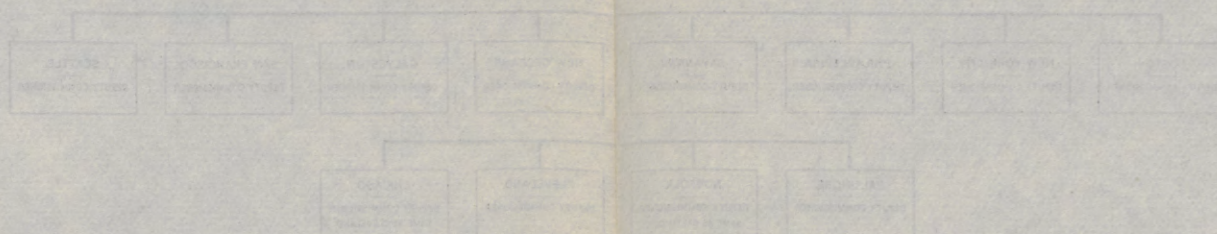
ADJUTANT GENERAL DIVISION
 The Adjutant General Division is responsible for the investigation and enforcement of the Fair Labor Standards Act of 1938, as amended. It also has jurisdiction over the enforcement of the Equal Pay Act of 1963 and the Civil Rights Act of 1964, as amended.

STATISTICAL DIVISION
 The Statistical Division is responsible for the collection and analysis of data on the wages and salaries of Federal Government employees. It also has jurisdiction over the enforcement of the Fair Labor Standards Act of 1938, as amended.

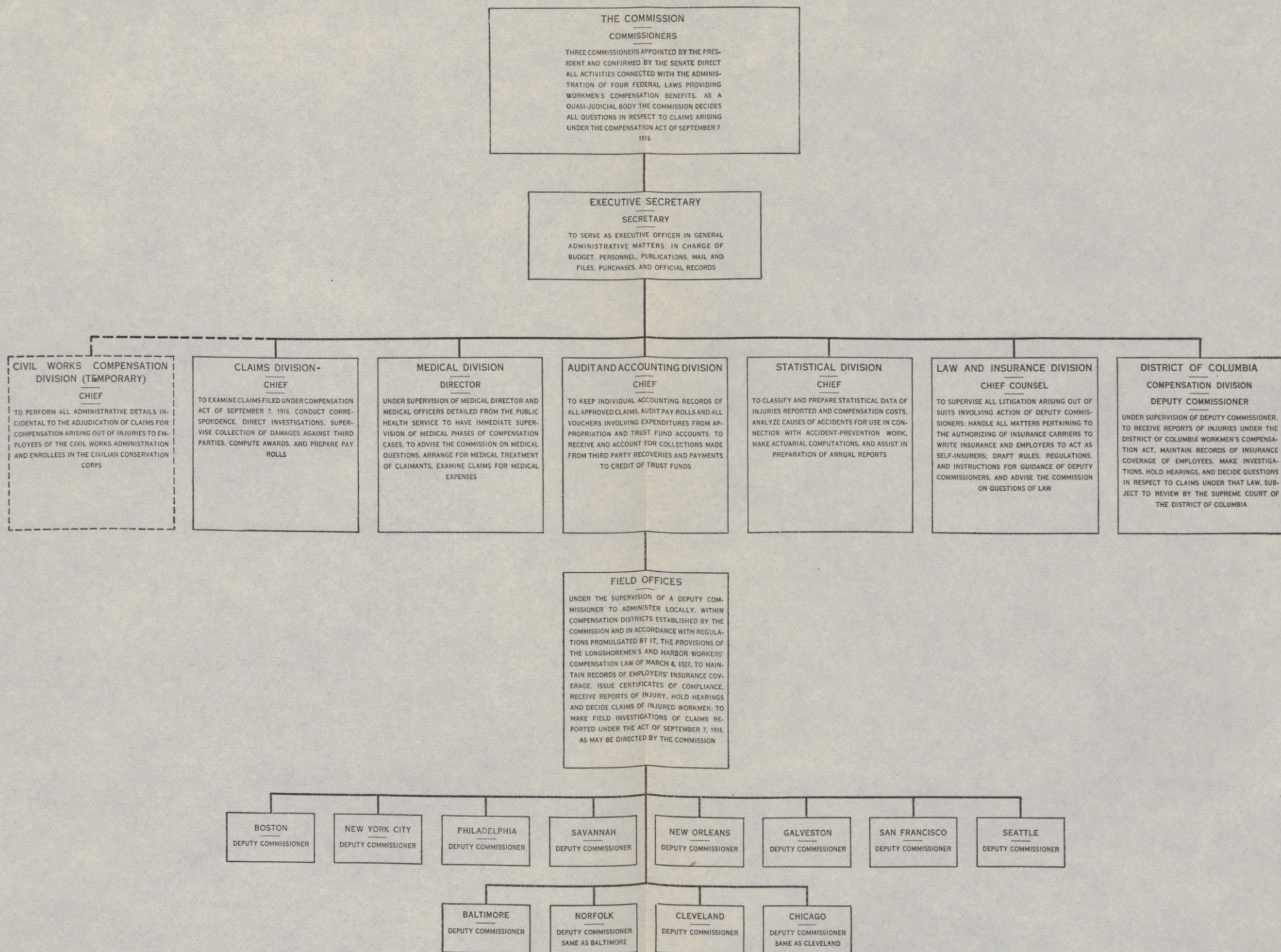
LAW AND HUMAN RESOURCES DIVISION
 The Law and Human Resources Division is responsible for the investigation and enforcement of the Fair Labor Standards Act of 1938, as amended. It also has jurisdiction over the enforcement of the Equal Pay Act of 1963 and the Civil Rights Act of 1964, as amended.

DISTRICT OF COLUMBIA
 The District of Columbia is responsible for the investigation and enforcement of the Fair Labor Standards Act of 1938, as amended. It also has jurisdiction over the enforcement of the Equal Pay Act of 1963 and the Civil Rights Act of 1964, as amended.

FIELD DIVISIONS
 The Field Divisions are responsible for the investigation and enforcement of the Fair Labor Standards Act of 1938, as amended. They also have jurisdiction over the enforcement of the Equal Pay Act of 1963 and the Civil Rights Act of 1964, as amended.



UNITED STATES EMPLOYEES' COMPENSATION COMMISSION



UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

COMMISSIONERS

MRS. JEWELL W. SWOFFORD, *Chairman*; HARRY BASSETT, and JOHN M. MORIN

OFFICERS

WILLIAM MCCAULEY, *Executive Secretary*; Z. LEWIS DALEY, *Chief Counsel*;
*PAUL M. STEWART, **Medical Director*; WILLIAM R. CARPENTER, *Chief, Claims
Division*; BESSIE O. REED, *Chief, Accounting Division*; and R. J. HOAGE,
Deputy Commissioner, District of Columbia Workmen's Compensation Act

Information, Room 158, Old Land Office Building, Seventh and F Streets NW.,
Washington, D. C.

Telephone, NAtional 7177, Branches 115 or 126

Creation, Purpose, and Jurisdiction.—The United States Employees' Compensation Commission was created by the act of Congress approved September 7, 1916 (U.S.C., title 5, ch. 15), to administer the benefits provided in that act for civil employees of the United States suffering personal injuries while in the performance of their official duties.

The benefits authorized by that act were subsequently extended to employees of the government of the District of Columbia, exclusive of members of the police and fire departments, and later to members of the Naval Reserve force while on authorized training duty in time of peace. This law, subject to certain modifications limiting the measure of benefits, was also extended to emergency employments created through Emergency Conservation Work, the Civil Works Administration, *and to persons receiving security payments from funds provided by the Emergency Relief Appropriation Act of 1935.*

The Commission is also charged with the administration of the Longshoremen's and Harbor Workers' Compensation Act approved March 4, 1927 (U.S.C., Supp. 5, title 33, sec. 901-950), and the District of Columbia Workmen's Compensation Act approved May 17, 1928 (45 Stat. 600). The Longshoremen's and Harbor Workers' Compensation Act provides workmen's compensation benefits for employees in certain commercial maritime employments upon the navigable waters of the United States, and the District of Columbia Workmen's Compensation Act provides similar benefits for persons employed in private enterprise in the District of Columbia.

Organization.—The Commission is a bi-partisan body composed of three members, not more than two of whom may be members of the same political party. The members of the Commission are appointed by the President by and with the advice and consent of the Senate. The term of office for a member of the Commission is 6 years. The administrative staff of the Commission at its offices in Washington is divided into seven units, each engaged in specialized work. In addition to this staff, the Commission maintains 12 district offices in the field. These district offices, created primarily for the local administration of the Longshoremen's and Harbor Workers' Compensation Act, are located in the following port cities: Boston, Mass.; New York City; Philadelphia, Pa.; Baltimore, Md.; Norfolk, Va.; Savannah, Ga.; New Orleans, La.; Galveston, Tex.; Cleveland, Ohio; Chicago, Ill.; San Francisco, Calif.; and Seattle, Wash.

ACTIVITIES

Commission Determines Questions of Law * and Fact *.—In the administration of the workmen's compensation law applicable to civil employees of the United States, the Commission is required to determine all questions arising under that law, and there is no provision for an appeal from its decision.

Eligibility for Compensation Determined by Commission.—Among other functions connected with the administration of this law, the Commission is required to determine what employments come within the scope of the law, whether the injury for which compensation is claimed occurred while in the performance of official duty, the period for which compensation may be paid, and the amount thereof, and in case of death the persons entitled to receive such compensation.

Medical and Hospital Service Provided.—The Commission is required to make arrangements to provide prompt and competent medical and hospital service for employees injured in the Federal service, irrespective of the place of their employment. Arrangements have been made to utilize Federal hospitals for this service as far as practicable, and in addition the Commission has designated some 4,000 private physicians throughout the United States to supplement this service.

Administration of Compensation Law.—All administrative duties connected with this law are performed in the offices of the Commission in Washington. The administration of this law, so far as it applies to employees of the Panama Canal and the Panama Railroad, and the Alaska Railroad, has been transferred by Executive order to the Governor of the Panama Canal and the superintendent of the Alaska Railroad, respectively. All benefits authorized by this law and the cost of administration are paid from funds appropriated annually from the Federal Treasury. *Compensation extended to cer-

tain emergency employments and the cost of administering such benefits are paid from a special fund set aside in the Treasury from emergency funds.

Workmen's Compensation Laws.—In the administration of the two workmen's compensation laws applicable to private employment, deputy commissioners appointed by the Commission and assigned to compensation districts make decisions upon claims for compensation in their respective districts. The decision of a deputy commissioner is subject to review by the Federal district courts upon questions of law.

The Commission, through its administrative offices in Washington, handles all matters of a general administrative character connected with these laws. Among these are the authorization of insurance carriers to write insurance, to secure the payment of compensation, the authorization of employers to act as self-insurers, the preparation of opinions on questions of law for the guidance of deputy commissioners until such questions are finally settled by judicial determination, the supervision of the defense of litigation arising out of these laws, and studies as to the causes of accidents and means for their prevention.

All compensation benefits authorized by these laws are paid by employers directly or through their authorized insurance carriers.

The cost of administration for the Longshoremen's and Harbor Workers' Compensation Act is paid from a Federal appropriation. The cost of administration of the law applicable to private employment in the District of Columbia is paid from funds appropriated for the government of the District of Columbia.

* DISTRICT OFFICES

- District No. 1:* 702 New Federal Building, Post Office Square, Boston
- District No. 2:* U. S. Government Warehouse, 641 Washington Street at Christopher, New York City
- District No. 3:* 409 New Customhouse, Philadelphia
- District No. 4:* 632 Post Office Building, Baltimore
- District No. 5:* 631 Law Building, Granby and Plume Streets, Norfolk
- District No. 6:* 619 Realty Building, Drayton and Bryan Streets, Savannah
- District No. 7:* 307 Customhouse, New Orleans
- District No. 8:* 906 American National Insurance Co. Building, Galveston
- District No. 9:* 501 Post Office Building, Cleveland
- District No. 10:* 1215 New Post Office Building, Van Buren and Canal Streets, Chicago
- District No. 13:* 411 Marvin Building, 24 California Street, San Francisco
- District No. 14:* 620 Federal Office Building, First Avenue and Madison Street, Seattle *

Approved.

JEWELL W. SWOFFORD,
Chairman.

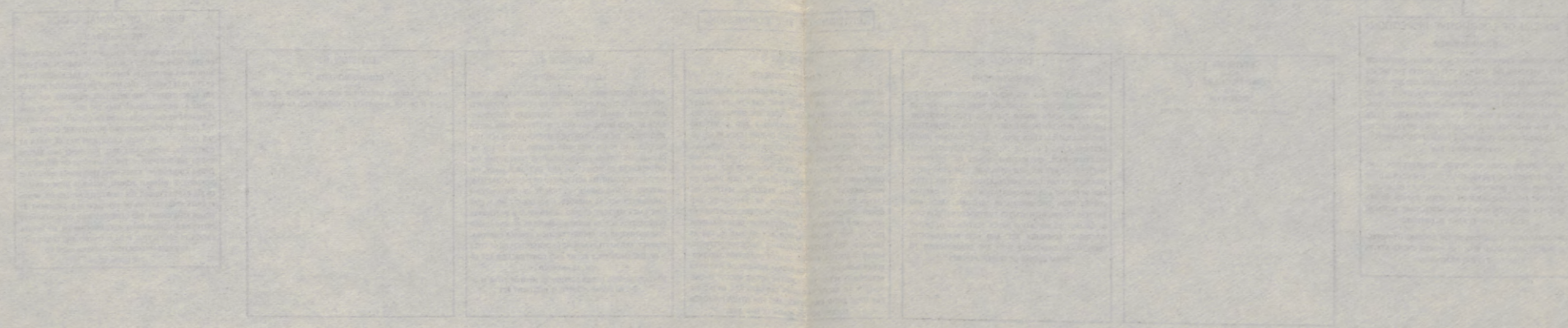
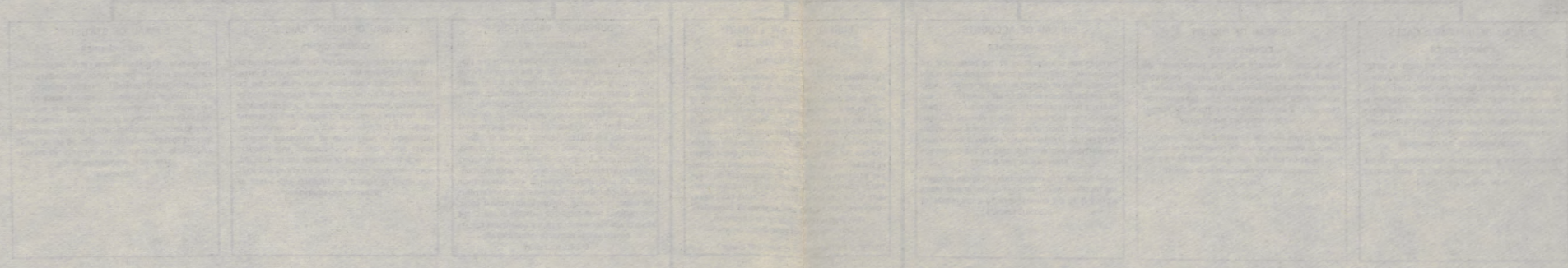
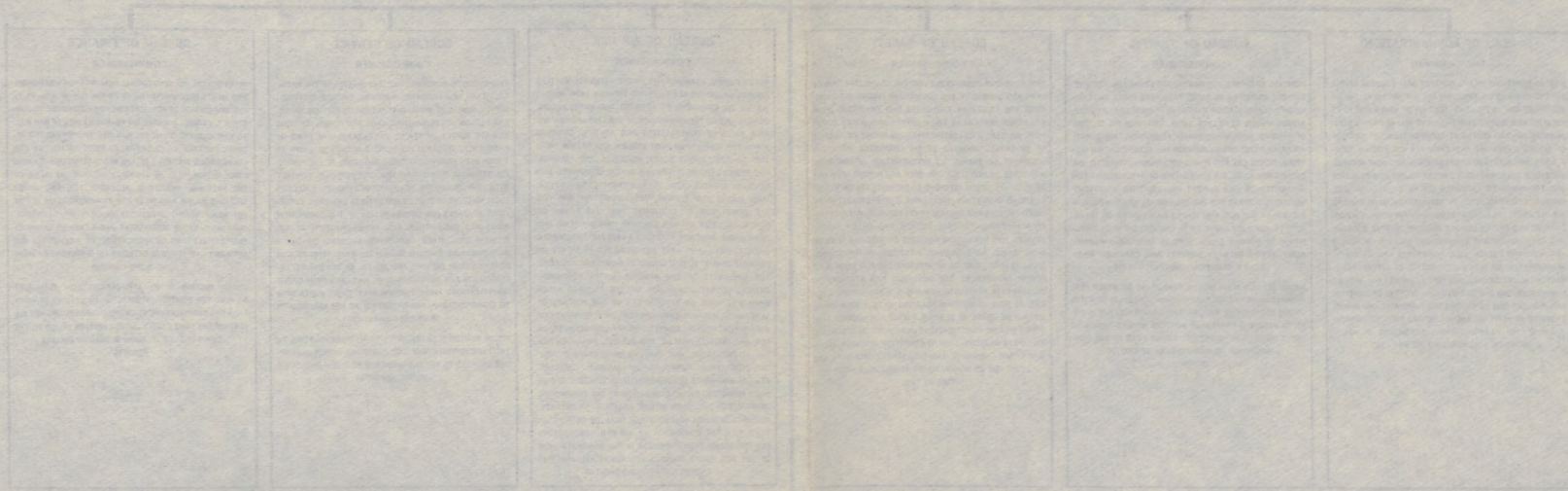
INTERSTATE COMMERCE COMMISSION

COMMISSIONER

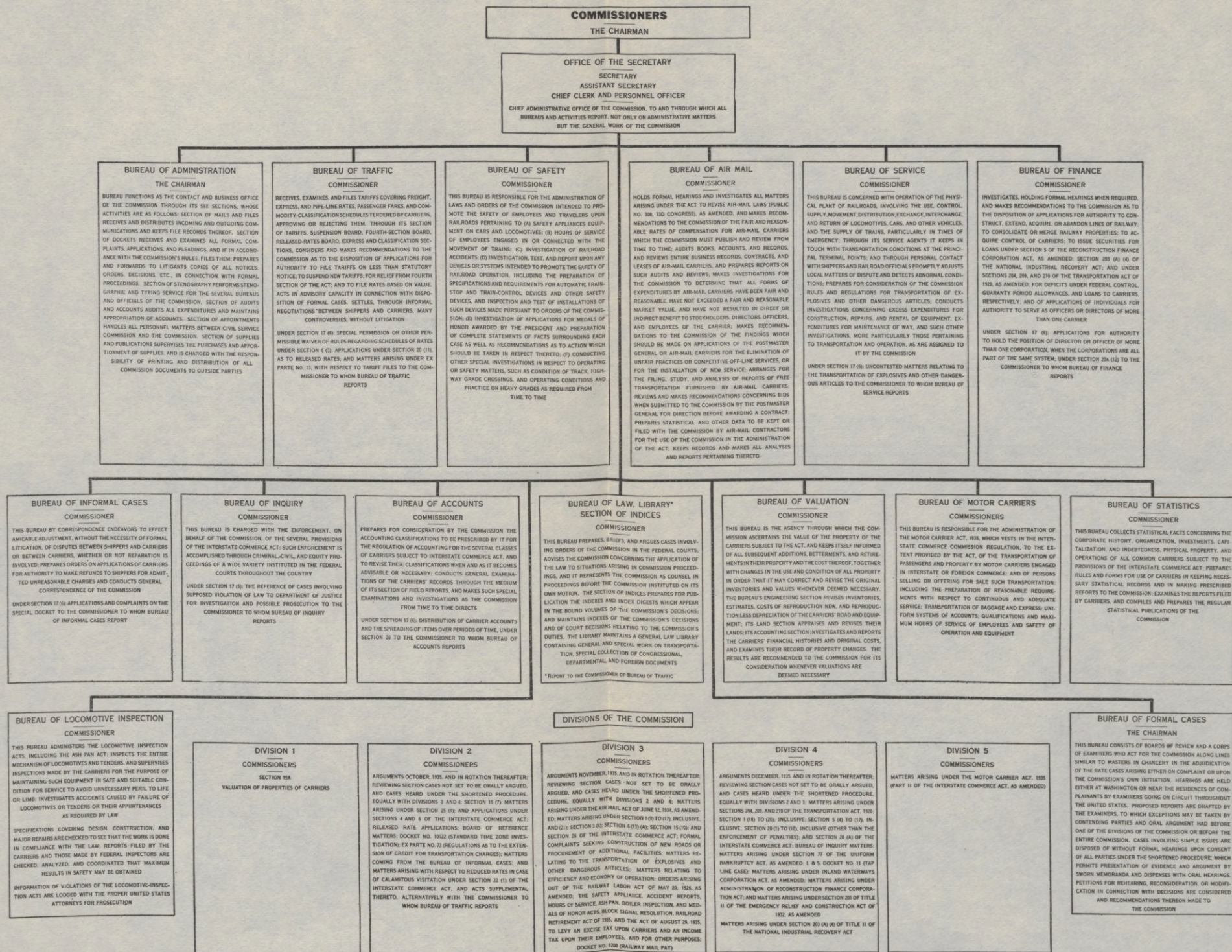
OFFICE OF THE COMMISSIONER

WASHINGTON, D. C.

UNITED STATES DEPARTMENT OF COMMERCE



INTERSTATE COMMERCE COMMISSION



INTERSTATE COMMERCE COMMISSION

COMMISSIONERS

HUGH M. TATE, *Chairman*; BALTHASER H. MEYER; CLYDE B. AITCHISON;
JOSEPH B. EASTMAN; FRANK McMANAMY; CLAUDE R. PORTER; WILLIAM E.
LEE; CHARLES D. MAHAFFIE; CARROLL MILLER; WALTER M. W. SPLAWN;
and * MARION M. CASKIE *

OFFICIALS

GEORGE B. MCGINTY, *Secretary*; T. A. GILLIS, *Assistant Secretary*; JAMES L.
MURPHY, *Assistant to the Secretary*; JOHN B. SWITZER, *Chief Clerk and
Personnel Officer*; GUY L. SEAMAN, *Chief, Section of Audits and Accounts*;
A. H. LAIRD, JR., *Purchasing Agent*; LEROY S. BOYD, *Librarian*; ALEXANDER
WYLIE, *Director of Accounts*; OLIVER E. SWEET, *Director of Finance*;
ULYSSES BUTLER, *Chief Examiner*; ARJA MORGAN, *Chief, Bureau of Informal
Cases*; WILLIAM H. BONNEVILLE, *Director, Bureau of Inquiry*; DANIEL W.
KNOWLTON, *Chief Counsel*; * JOHN M. HALL, * *Chief, Bureau of Locomotive
Inspection*; W. J. PATTERSON, *Director, Bureau of Safety*; WILLIAM P.
BARTEL, *Director of Service*; MAX O. LORENZ, *Director of Statistics*; W. V.
HARDIE, *Director of Traffic*; E. I. LEWIS, *Director of Valuation*; N. B.
HALEY, *Director of Air Mail*; * JOHN L. ROGERS, *Director, Bureau of Motor
Carriers* *

Information, Room 2215, New Interstate Commerce Commission Building,
Twelfth Street and Constitution Avenue NW., Washington, D. C.

Telephone, NATIONAL 7460, Branch 303

Creation and Authority.—The Interstate Commerce Commission was created as an independent establishment by the act to regulate commerce of February 4, 1887 (24 Stat. 379, 383), now known as the Interstate Commerce Act. Subsequent legislation has strengthened the authority of the Commission and broadened the scope of its jurisdiction.

The Hepburn Act, approved June 29, 1906 (34 Stat. 584), was important in providing for the enforcement of the Commission's orders. By the terms of this act, as amended, orders of the Commission become effective within such reasonable time as the Commission shall prescribe, and remain in force until its further order or for a specified period of time, unless suspended or modified or set aside by the Commission, or suspended or set aside by a court of competent jurisdiction. Under the act to regulate commerce of February 4, 1887, the jurisdiction of the Commission applied to common carriers engaged in transportation of passengers or property "wholly by railroad or partly by railroad and partly by water when both are used under a common control, management, or arrangement for a continuous carriage or shipment." Its jurisdiction was extended by the Hepburn Act to include express companies,

pipe lines (except those for water and gas), and sleeping-car companies.

The Mann-Elkins Act of June 18, 1910 (36 Stat. 539), brought interstate communication systems within the jurisdiction of the Commission, and provided for a commerce court which was abolished three years later. The Communications Act of 1934 (48 Stat. 1064) transferred the Commission's jurisdiction over communications systems to the new Federal Communications Commission.

The Panama Canal Act of August 24, 1912 (37 Stat. 566) added to the Commission's regulatory authority over rail-and-water transportation by empowering it to take action to secure the establishment of through routes between rail-and-water carriers for transportation of property from point to point in the United States, where not entirely within the limits of a single State, and to prescribe maximum joint rates for such transportation.

The transportation Act of 1920 enlarged the Commission's powers in many respects over carriers already subject to its jurisdiction under prior acts and placed the duty upon the Commission to take many steps toward development and maintenance of an adequate national transportation service. Among the powers delegated was that authorizing the Commission directly to prescribe intrastate rates when necessary to remove discrimination against interstate commerce.

The Motor Carrier Act of 1935, approved August 9, 1935, effective October 1, 1935 (subject to postponement by the Commission until April 1, 1936) vests in the Commission the regulation, to the extent provided by the Act, of the transportation of passengers and property by motor carriers engaged in interstate or foreign commerce, of the procurement thereof, and of the provision of facilities therefor.

Purpose.—The general purpose of creating the Commission was to provide for a body empowered to regulate, in the public interest, common carriers subject to the act engaged in transportation in interstate commerce, and in foreign commerce insofar as taking place within the United States.

The Commission enforces the carriers' obligations to maintain reasonable and nondiscriminatory rates, classifications, regulations, and practices.

The Commission's authority is necessary to the issuance of securities by carriers by railroad; also by common or contract carriers by motor vehicle where the par value of the securities to be issued together with the par value of the securities then outstanding exceeds \$500,000.

The Commission's authority also is necessary to the construction of new lines by common carriers by railroad and to the abandonment of existing lines; also to the operation, under certain conditions, by common and contract carriers by motor vehicles in interstate or foreign commerce on public highways.

Prescribes Account and Record Forms.—The Commission prescribes the forms of accounts, records, and memoranda to be kept by all carriers subject to the Interstate Commerce Act. It also is authorized by Motor Carrier Act of 1935, to prescribe the forms of any and all accounts, records, and memoranda to be kept by motor carriers subject to that act. It ascertains and reports the values of the property owned or used by carriers subject to the Interstate Commerce Act. It is charged with the duty of preparing and adopting a plan for consolidation of the railway properties of the continental United States into a limited number of systems, and its authority is necessary to any consolidation or merger of such properties and to any acquisition of control by carriers of other carriers or, in a common interest, of two or more carriers.

The Commission administers the acts of Congress directed toward the promotion of the safety of travelers and of the employees of the railroads.

Regulates Motor Carriers.—By the Motor Carrier Act of 1935, the Commission is charged with the duty of regulating common carriers by motor vehicle as provided in that act, and to that end the Commission may establish requirements with respect to continuous and adequate service, transportation of baggage and express, uniform systems of accounts, records, and reports, preservation of records, qualifications and maximum hours of service of employees, and safety of operation and equipment. The act also places the duty upon the Commission to regulate contract carriers by motor vehicle as provided in that act, and to that end the Commission may establish requirements with respect to uniform systems of accounts, records, and reports, preservation of records, qualifications and maximum hours of service of employees, and safety of operation and equipment; also to establish for private carriers of property by motor vehicle, if necessary, requirements to promote safety of operation, and to prescribe qualifications and maximum hours of service of employees, and standards of equipment.

Fixes Rates.—In proceedings instituted upon complaint or upon its own motion the Commission is empowered, following hearings, to prescribe by order the rates, charges, regulations, and practices to be observed by the carriers subject to the Interstate Commerce Act and to the Motor Carrier Act of 1935, and to make such other orders and to grant such authority as fall within the administrative powers conferred upon it. The Commission is charged with the duty of keeping itself informed as to the manner in which all carriers subject to its jurisdiction conduct and manage their business and is empowered to obtain from them full information to that end. It is charged with the duty of investigating violations of the criminal and penal provisions of the acts which it is required to administer and to request the Attorney General for prosecution or other enforcement of said provisions, and for the enforcement of its administrative

orders, if disobeyed, in equity suits, and in civil suits for recovery of the penalties prescribed for such disobedience.

Organization.—The Interstate Commerce Commission consists of eleven members appointed by the President. From its membership the Commission selects a chairman who serves for one year. The Commissioners appoint the Secretary, who serves as general administrative and executive officer, the Assistant Secretary, Chief Counsel, and such other assistants, attorneys, examiners, special agents, and clerks as are necessary for the performance of the Commission's duties. The act authorizes the Commission to create divisions, and a decision of a division (of not less than three members) has the same force and effect as a decision of the Commission itself, subject to the entire Commission, in its discretion, granting a rehearing. Under this authorization, there are now five divisions in the Commission

ACTIVITIES

Maintenance of Just, Reasonable and Nondiscriminatory Rates.—The Commission is charged with the duty of seeing that just, reasonable and nondiscriminatory rates are maintained by carriers under its jurisdiction. When it becomes necessary, the Commission is authorized to prescribe such rates, fares, and charges, or minima and maxima, as it finds to be fair, equitable and nondiscriminatory.

Establishment of Through Routes and Joint Rates.—It is authorized, under certain conditions, to require common carriers to establish through routes and joint rates, and it may act summarily in itself establishing, temporarily, through railroad routes when, in its opinion, shortage of equipment, congestion of traffic, or other emergencies exist.

Division of Joint Rates.—Upon complaint or upon its own initiative, following hearings, the Commission may prescribe the just, reasonable, and equitable division of joint rates, and may require readjustment of such past joint rate divisions as it finds to have been inequitable, provided the joint rate which is being divided was itself established pursuant to a finding or order of the Commission.

Requirement of Switch Connections.—The Commission may require common carriers by railroad to construct switch connections with lateral branch lines of railroads and private side tracks.

Routing of Traffic.—It exercises authority over the routing of traffic over common carriers by railroad, and, under certain conditions, is authorized to make directions as to the handling and movement of traffic over a railroad and its distribution over other lines of railroads.

Car Service.—Under the Esch Car Service Act of May 29, 1917 (40 Stat. 101), and Transportation Act, 1920 (41 Stat. 456), the

(11-11-35)

Commission exercises extensive jurisdiction over the use, control, supply, movement, distribution, exchange, interchange and return of locomotives, cars, and other vehicles, including special types of equipment and the supply of trains.

Pooling of Freight Shipments.—The Commission has authority to permit, under certain circumstances and subject to such terms and regulations as it may prescribe, pooling of freights by competing railroads and division of such proceeds.

Consolidations, Mergers, and Acquisitions of Control.—The Commission is charged with the preparation and adoption of a plan for the consolidation of railway properties into a limited number of systems. It passes upon all consolidations and mergers of railroad properties, express companies, and motor carriers, and its authority is necessary to any acquisition of control by carriers of other carriers, or, in a common interest, of two or more carriers.

Posting of Rates and Regulations.—The Interstate Commerce Act and the Motor Carrier Act of 1935, require carriers, subject to their respective provisions, to publish and file their rates, rules, and regulations pertaining to interstate traffic and prohibit such carriers from engaging in interstate transportation unless they comply with this requirement.

Accounts and Records of Carriers.—The Commission prescribes the forms of the accounts, records, and memoranda to be kept by the carriers subject to the Interstate Commerce Act. The Motor Carrier Act of 1935, authorizes the Commission to prescribe the forms of any and all accounts, records, and memoranda to be kept by motor carriers subject to that act. It requires carriers subject to the Interstate Commerce Act to file annual reports, together with such intermediate reports as are deemed necessary. It is authorized by the Motor Carrier Act to require annual, periodical, or special reports from all motor carriers. The Commission is empowered to obtain full and complete information from railroad, motor, and other carriers subject to its jurisdiction as to the manner in which they conduct and manage their business, and is given at all times access to all accounts, records, and memoranda kept or required to be kept by carriers subject to its jurisdiction.

Suspension of Proposed Rates.—The Interstate Commerce Act provides that whenever there shall be filed with the Commission any schedule showing a new rate, fare, or charge, etc., the Commission may, either upon its own initiative or upon complaint, enter upon a hearing concerning the lawfulness of such new rate, fare, or charge, etc., pending the determination of which the Commission may temporarily suspend the operation of such new joint rate, fare, or charge, etc. A similar provision is carried in the Motor Carrier Act of 1935.

Railroad Carriers Barred from Operating Competing Water Carriers.—The Commission administers and enforces that section

of the Interstate Commerce Act making it illegal for any railroad company or other common carrier subject to the act to own, lease, operate, control, or have any interest in any competing water carrier. If the Commission is of the opinion that any water-line operation by a railroad company is in the public interest and will not reduce competition it may permit the continuance of such service.

Valuation of Carriers Subject to the Interstate Commerce Act.—The Commission is charged with the duty of ascertaining and reporting the value of all property owned or used by common carriers subject to the act, with certain exceptions.

Awards of Reparation.—Upon complaint, and following hearing, the Commission is empowered to order any common carrier subject to its jurisdiction under the Interstate Commerce Act to make reparation as to damage sustained by reason of any violation of the act.

Authorization for Carriers to Issue Securities.—The Commission's authority is necessary to the issuance of securities or the assumption of obligations by carriers by railroad. Its authority is also necessary to the issuance of securities or the assumption of obligations by common or contract carriers by motor vehicle where the par value of the securities to be issued, together with the par values of the securities then outstanding, exceeds \$500,000.

Issue of Interchangeable Mileage Tickets.—The Commission directs rail carriers, following hearings, to issue interchangeable mileage or scrip coupon tickets, subject to such exceptions as it may order.

U. S. Registered Water Carriers Engaged in Foreign Commerce.—It requires the regular filing of schedules by all common carriers by water engaged in foreign commerce and which are registered under the laws of the United States, which shall show the ports of loading, dates on which the vessel will receive freight and date of sailing, and itinerary.

Form for Bills of Lading.—The Commission prescribes rules, regulations and form for domestic bills of lading and for through export bills of lading which are required to be issued in full detail to the point of destination.

Compilation and Publication of Statistics.—It collects statistics concerning the corporate history, organization, investments, capitalization, indebtedness, physical property, and operations of all common carriers subject to the provisions of the Interstate Commerce Act, including exhibits of financial changes, taxation, contracts, revenues, expenses, employees, traffic, operation, maintenance, etc., and also reports of railway accidents under the Accident Reports Act. It prepares rules, instructions, and forms for the guidance and use of such carriers in keeping statistical records and in making reports to the Commission, and compiles, prepares and publishes periodical and special statistical statements.

Administration of Railroad Bankruptcy Laws.—The Commission is charged with many duties under the railroad bankruptcy laws contained in the act approved March 3, 1933 (47 Stat. 1467, 1474), as amended by the act approved August 27, 1935, as amendments to the Bankruptcy Act, including the approval after hearing of plans of reorganization, the regulation of protective committees, the ratification of the selection of trustees, and the fixing of maximum allowances, expenses and attorneys' fees for the trustees, their counsel, reorganization managers, or others entitled thereto.

Antitrust Activities.—The Commission is authorized to enforce compliance with certain provisions of the Clayton Antitrust Act of October 15, 1914, relative to prohibiting discrimination by carriers between purchasers in sales of commodities, or in other ways contributing to the creation of monopolies.

Determination of Mail Transportation Rates.—The Commission determines fair and reasonable rates for mail transportation by railway carriers and urban and interurban electric carriers.

Fixing of Time Zones.—The Commission fixes limits of the standard time zones of the United States and Alaska.

Railroad Safety Appliances.—It designates the number, dimensions, location and manner of application of safety appliances prescribed by law for trains, engines and cars; inspects these appliances, and notifies United States Attorneys of violations, so they may be prosecuted.

Hours of Service for Railroad Employees.—Through investigations by its inspectors and monthly reports filed by railroads, the Commission keeps informed concerning the hours of labor of train service employees, dispatchers, and operators. Information concerning violations of the hours of service law is transmitted to United States Attorneys for prosecution.

Qualifications and Maximum Hours of Service of Employees of Motor Carriers.—The Motor Carrier Act of 1935 gives to the Commission the duty of establishing reasonable requirements with respect to the qualifications and maximum hours of service of employees of common and contract carriers by motor vehicle, and, if necessary, to establish for private carriers of property by motor vehicle requirements to promote safety of operation, and to prescribe qualifications and maximum hours of service of employees.

Investigation of Railroad Accidents.—The Commission requires reports from railroads of all train accidents which result in deaths or serious personal injuries, and investigates the more serious collisions and derailments, issues reports and makes recommendations designed to prevent their recurrence.

Automatic Train Control Devices.—The Commission has required the installation of automatic train stop, train control or cab signal devices on portions of some railroads; from time to time engineers on its staff inspect these installations.

Railroad Safety Devices.—It reports upon devices intended to promote safety in railroad operation which are submitted for examination.

Safety and Equipment of Motor Carriers.—The Motor Carrier Act of 1935 authorizes the commission to make requirements with respect to safety of operation and equipment of common and contract carriers by motor vehicle, and, if necessary, to establish for private carriers of property by motor vehicle requirements to promote safety of operation, and prescribe standards of equipment.

Medals of Honor.—The Commission investigates and makes recommendations to the President concerning applications for medals of honor filed on behalf of persons who endanger their own lives in saving, or attempting to save, lives from wrecks, disasters or grave accidents on railroads.

Locomotive Inspection.—Inspections are made of all locomotives used on the lines of common-carrier railroads, for the purpose of determining whether the locomotives are in proper condition to operate without unnecessary peril, and whether they are equipped and maintained in accordance with rules and regulations, and corrective action is taken in connection with locomotives not conforming to requirements. Investigations are made of accidents caused by failure of locomotives or any of their appurtenances, and evidence of violations is obtained so that appropriate action may be taken. Specifications covering design and construction of locomotives, and major repairs, are checked to determine their safety, and corrective action is taken where discrepancies are found. Inspection and repair reports filed by the railroads, and inspection and accident reports filed by Commission inspectors are analyzed and coordinated to put the information in the most usable form for promotion of safety.

Transportation of Explosives.—The Commission provides regulations for the safe transportation of explosives by common carriers in interstate or foreign commerce.

Air-mail Rates.—The Air-Mail Act, approved June 12, 1934, (48 Stat. 933), as amended August 14, 1935, confers new powers on the Commission over air transportation. The Commission is directed, among other things, to fix and determine by order, as soon as practicable, the fair and reasonable rates of compensation for transportation of air mail and the service connected therewith, which determination is to be made for each air-mail route, after notice and hearing. The statute details matters to be considered in determining and fixing the rates.

Approved.

HUGH M. TATE,
Chairman.
(11-11-35)

GRACE HOSPITAL JANUARY

1. The first of the three main divisions of the hospital is the medical department, which is headed by the medical superintendent, who is assisted by a medical officer of health and a medical officer of health.

2. The second of the three main divisions of the hospital is the surgical department, which is headed by the surgical superintendent, who is assisted by a surgical officer of health and a surgical officer of health.

3. The third of the three main divisions of the hospital is the nursing department, which is headed by the nursing superintendent, who is assisted by a nursing officer of health and a nursing officer of health.

4. The fourth of the three main divisions of the hospital is the dispensary department, which is headed by the dispensary superintendent, who is assisted by a dispensary officer of health and a dispensary officer of health.

5. The fifth of the three main divisions of the hospital is the laboratory department, which is headed by the laboratory superintendent, who is assisted by a laboratory officer of health and a laboratory officer of health.

6. The sixth of the three main divisions of the hospital is the X-ray department, which is headed by the X-ray superintendent, who is assisted by an X-ray officer of health and an X-ray officer of health.

7. The seventh of the three main divisions of the hospital is the pathology department, which is headed by the pathology superintendent, who is assisted by a pathology officer of health and a pathology officer of health.

8. The eighth of the three main divisions of the hospital is the radiology department, which is headed by the radiology superintendent, who is assisted by a radiology officer of health and a radiology officer of health.

9. The ninth of the three main divisions of the hospital is the dental department, which is headed by the dental superintendent, who is assisted by a dental officer of health and a dental officer of health.

10. The tenth of the three main divisions of the hospital is the ophthalmology department, which is headed by the ophthalmology superintendent, who is assisted by an ophthalmology officer of health and an ophthalmology officer of health.

**MEMBERS OF THE
BOARD
CHAIRMAN**

TO BRING ABOUT PROMPT AND AMICABLE DISPOSITION OF CONTROVERSIES BETWEEN CARRIERS AND THEIR EMPLOYEES CONCERNING RATES OF PAY, RULES, AND WORKING CONDITIONS; AND TO ADMINISTER ALL OTHER PROVISIONS OF THE RAILWAY LABOR ACT IN ACCORDANCE WITH THE TERMS OF SAID ACT

SECRETARIES TO
BOARD MEMBERS

TO PERFORM THE WORK OF
SECRETARIAL CLERK TO A
MEMBER OF THE NATIONAL
MEDICATION BOARD

OFFICE OF THE
SECRETARY

TO HAVE CHANGE AND DIRECTION OF THE WORK OF ALL EMPLOYEES OF THE BOARD WITH EXCEPTION OF THE SECRETARIES TO BOARD MEMBERS; TO HAVE CHANGE AND DIRECTION OF GENERAL OFFICE WORK OF THE BOARD; TO HOLD INTERVIEWS AND HAVE CHARGE OF CORRESPONDENCE IN RELATION TO THE WORK OF THE BOARD EXCEPT IN RESPECT OF SUCH MATTERS AS MAY BE ATTENDED TO BY MEMBERS OF THE BOARD.

**NATIONAL RAILROAD
ADJUSTMENT BOARD**

ARBITRATION BOARDS
SEC. 7 OF THE RAILWAY LABOR
ACT PROVIDES FOR BOARDS OF
ARBITRATION TO SETTLE DIS-
PUTES NOT DISPOSED OF
THROUGH MEDIATION. THE
BOARDS MAY CONSIST OF
EITHER 1 OR 4 MEMBERS.

EMERGENCY BOARD
 THE RAILWAY LABOR
 ACT PROVIDES THAT THE
 BOARD MAY CREATE AN
 EMERGENCY BOARD TO ACT
 IN DISPUTES NOT DISPOSED
 OF UNDER THE PROVISIONS
 OF LAW WHEN A SUBSTANTIAL
 INTERRUPTION TO INTER-
 STATE COMMERCE IS
 THREATENED

MEDMATORM

MEETINGS BETWEEN CARRIERS AND THEIR EMPLOYEES; TO SUPERVISE ELECTIONS HELD BY EMPLOYEES; TO DETERMINE WHO SHALL REPRESENT EMPLOYEES IN NEGOTIATIONS WITH THE CARRIERS.

TECHNICAL AND STATISTICAL DIVISION

TO GIVE CHARGE OF ALL MATTERS ARISING IN CONNECTION WITH THE BOARD'S BUSINESS COMING WITHIN THE FOLLOWING FUNCTIONS: TECHNICAL AND ADVISORY MATTERS; STATISTICAL AND RESEARCH WORKS; ORGANIZATION AND KEEPING OF FILES AND RELATED WORK, AS ASSIGNED

MINISTRATION
NOLZING

TO HAVE CHARGE OF ALL ADMINISTRATIVE MATTERS FOR THE BOARD IN CONNECTION WITH APPOINTMENTS AND PER-
SONNEL, REBURSEMENTS, PUR-
CHASES, LIBRARY AND PUBLI-
CATIONS, AND RELATED WORK.
AS ASSIGNED

REPRODUCTION AND
CLERICAL SECTION

TO PERFORM MISCELLANEOUS
STENOGRAPHIC AND CLERICAL
WORK, OPERATE CALCULATING
AND DUPLICATING MACHINES,
MAINTAIN TELEPHONE SWITCH-
BOARD, MESSENGER WORK,
MISCELLANEOUS TYPING, ETC.

NATIONAL MEDIATION BOARD

MEMBERS

DR. WILLIAM M. LEISERSON, *Chairman*; JAMES CARMALT, * OTTO BAYER *

OFFICERS

GEORGE A. COOK, *Secretary*; MITCHEL D. LEWIS, *Assistant Secretary*; R. B. BRONSON, HARRISON H. REED, WILLIAM F. MITCHELL, ROBERT F. COLE, JOHN W. WALSH, G. W. W. HANGER, J. C. CLARK, and P. D. HARVEY, *Mediators*
Information, Room 736, New Department of Justice Building, Ninth Street
and Pennsylvania Avenue NW., Washington, D. C.

Telephone. National 8460, Branch 4

Creation and Authority.—The National Mediation Board was created by an act to amend the Railway Labor Act approved June 21, 1934 (48 Stat. 1193), to take the place of the United States Board of Mediation provided for by the act of May 20, 1926 (44 Stat. 579). On July 20, 1934, the new Board superseded the United States Board of Mediation.

Purpose.—It is the purpose of the National Mediation Board to provide for the prompt disposition of disputes arising between carriers and their employees. The Board is directed to carry out the following provisions of the act:

1. To avoid any interruption to commerce or to the operation of any carrier engaged therein.

2. To forbid any limitation upon freedom of association among employees or any denial, as a condition of employment or otherwise, of the right of employees to join a labor organization.

3. To provide for the complete independence of carriers and of employees in the matter of self-organization to carry out the purposes of this act.

4. To provide for the prompt and orderly settlement of all disputes concerning change in rates of pay, rules, or working conditions.

Organization.—The Board consists of three members appointed by the President, by and with the advice and consent of the Senate. Not more than two members may be of the same political party. The Board is assisted by the Secretary and a staff of mediators.

Approved.

DR. WILLIAM M. LEISERSON,
Chairman.

THEORY OF THE EARTH

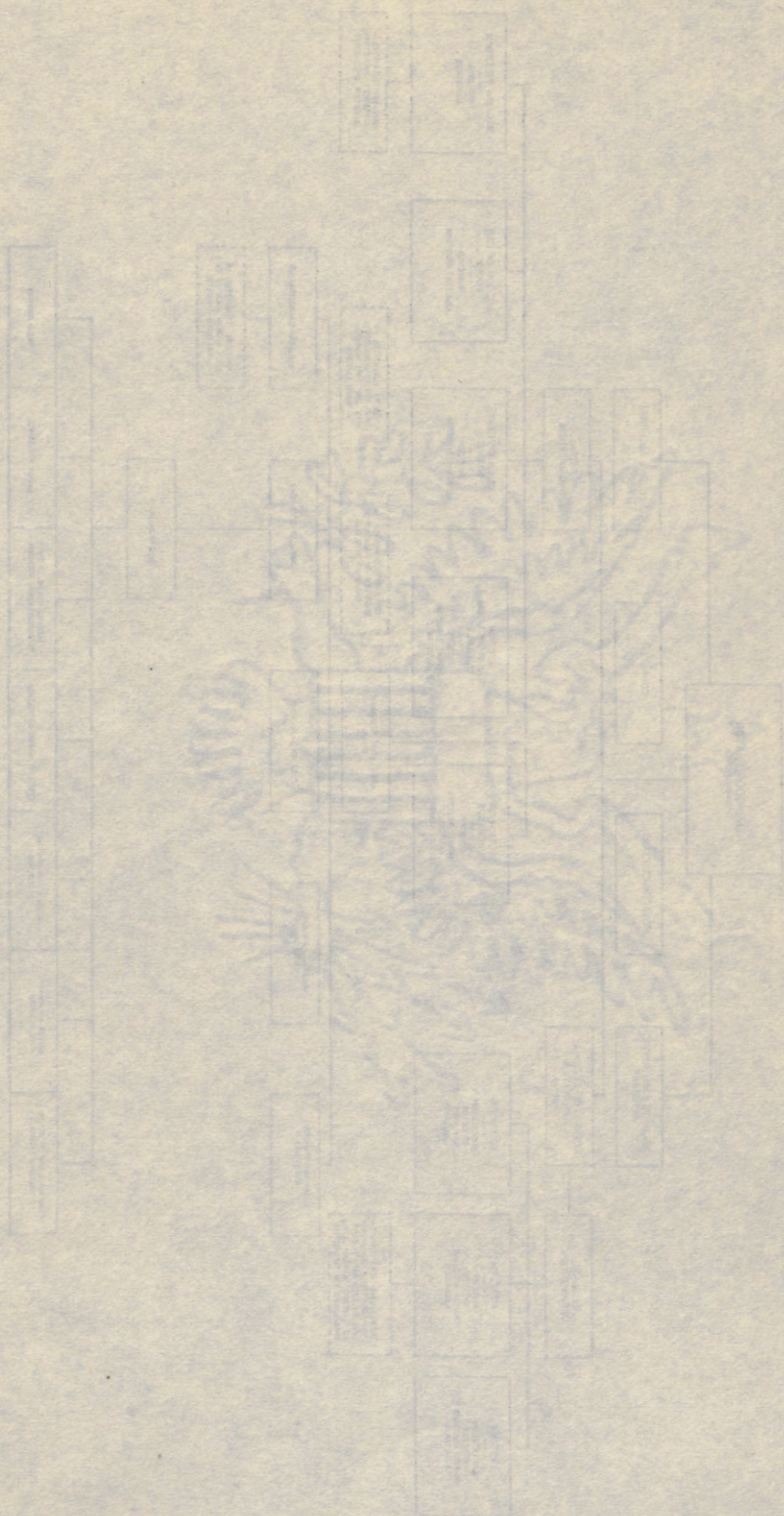
The theory of the earth is a branch of geology which deals with the origin and development of the earth and its various parts. It is a science which seeks to explain the processes which have shaped the earth and its features. The theory of the earth is based on the study of the earth's structure and its various parts, and on the study of the processes which have shaped the earth and its features. The theory of the earth is a branch of geology which deals with the origin and development of the earth and its various parts. It is a science which seeks to explain the processes which have shaped the earth and its features. The theory of the earth is based on the study of the earth's structure and its various parts, and on the study of the processes which have shaped the earth and its features.

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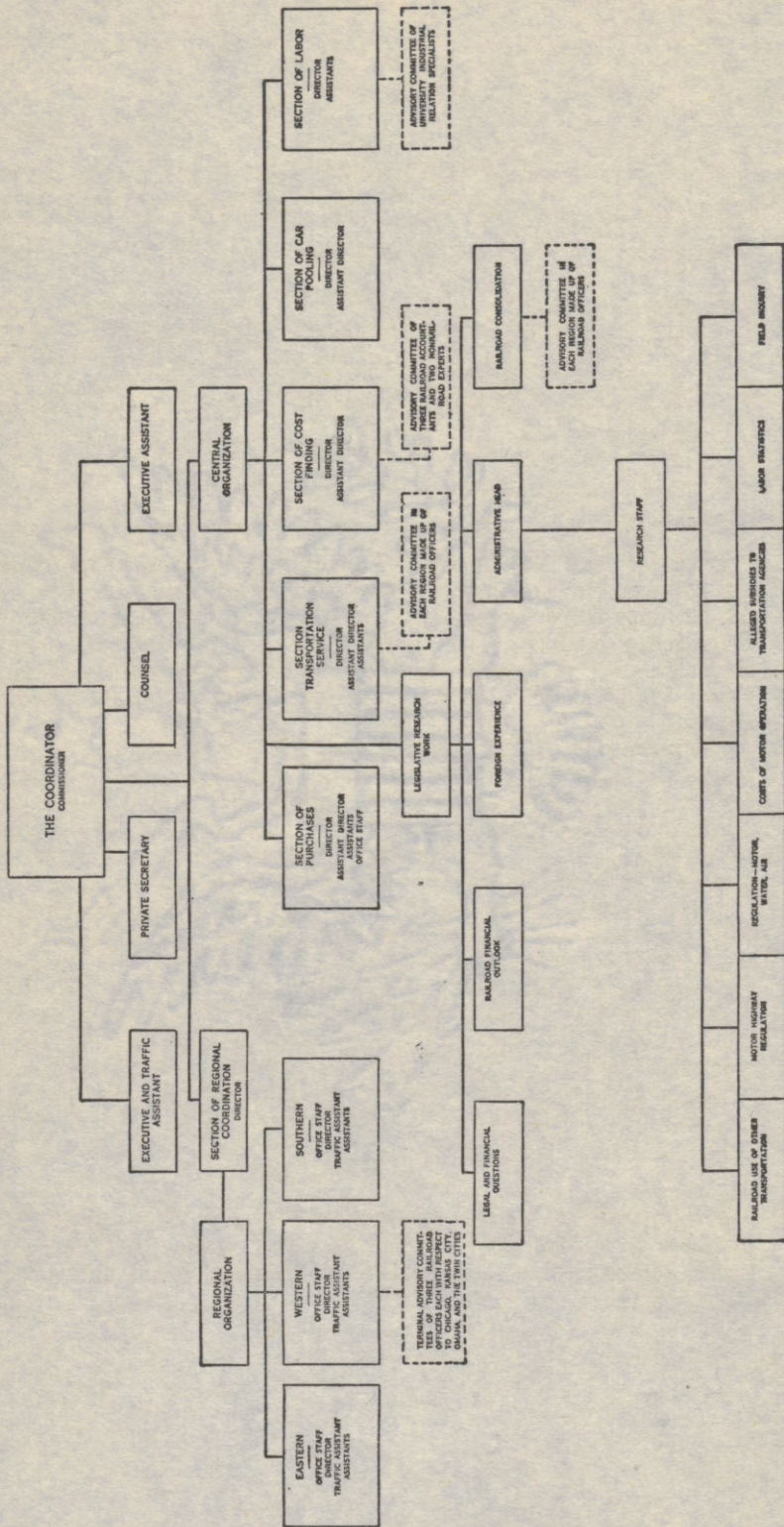
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THE LEGAL COORDINATION OF IMMIGRATION



THE FEDERAL COORDINATOR OF TRANSPORTATION



FEDERAL COORDINATOR OF TRANSPORTATION

OFFICERS

JOSEPH B. EASTMAN, *Coordinator*; F. B. LIVINGSTONE, *Private Secretary*; LESLIE CRAVEN, *Counsel*; JOHN L. ROGERS, *Executive Assistant*; CHARLES E. BELL, *Executive and Traffic Assistant*; R. L. LOCKWOOD, *Director, Section of Purchases*; O. S. BEYER, *Director, Section of Labor Relations*; and DR. C. S. MORGAN, *Director, Section of Research*

Information, Room 5134, Interstate Commerce Commission Building, Twelfth Street and Constitution Avenue NW., Washington, D. C.

Telephone, NAational 7460, Branch 722

Creation and Authority.—The office of Federal Coordinator of Transportation was created by authority of title I, Public Act No. 68, Seventy-third Congress, approved June 16, 1933, known as the Emergency Railroad Transportation Act. The Coordinator, Joseph B. Eastman, a member of the Interstate Commerce Commission, was appointed by the President's Executive Order No. 6196, dated July 6, 1933. *Public Resolution No. 27, Seventy-fourth Congress, approved June 14, 1935, extends the life of the act until June 17, 1936.*

Purpose.—It is the duty of the Federal Coordinator of Transportation to encourage and promote or require action on the part of carriers and subsidiaries subject to the Interstate Commerce Act, which will avoid unnecessary duplication of services and facilities, permit joint use of terminal facilities and trackage incident thereto, and to take steps to prevent waste and unnecessary expense.

Also, to study other means of improving conditions surrounding transportation in all its forms and prepare plans for its improvement and to investigate the stability of railroad employment and railroad labor conditions and relations.

Organization.—The Coordinator functions through a principal office at Washington and regional offices located at New York, Chicago, and Atlanta. Five principal sections are included in the organization—legislative research, transportation service, car pooling, railroad purchases, and labor relations sections.

ACTIVITIES

Prevention of Undue Impairment of Net Earnings.—It is the purpose of the act also to promote action which will control allowances, accessorial services and the charges therefor, and other prac-

tices affecting service or operation, to the end that undue impairment of net earnings may be prevented.

Method of Avoiding Wastes and Preventable Expense.—This duty is imposed upon both the Coordinator and the carriers. To this end in eastern, western, and southern groups designated by the Coordinator, regional coordinating committees were established. Each committee is made up of 5 regular and 2 special members, the latter representing, respectively, the so-called "short lines" and the electric lines.

The membership of these committees is as follows:

EASTERN COMMITTEE

Regular Members:

M. W. CLEMENT, President Pennsylvania Railroad.
H. S. PALMER, President New York, New Haven & Hartford Railroad.
DANIEL WILLARD, President Baltimore & Ohio Railroad.
F. E. WILLIAMSON, President New York Central Lines.

Special Members:

A. C. McDANIEL, Vice President Port Huron & Detroit Railroad.
THOMAS CONWAY, Jr., Receiver Cincinnati & Lake Erie Railroad.

Executive Secretary:

* D. T. LAWRENCE, * 143 Liberty Street, New York.

WESTERN COMMITTEE

Regular Members:

S. R. BLEDSOE, President Atchison, Topeka & Santa Fe Railway.
RALPH BUDD, President Burlington Lines.
C. R. GRAY, President Union Pacific System.
HALE HOLDEN, Chairman Southern Pacific Co.
H. A. SCANDRETT, President Chicago, Milwaukee, St. Paul & Pacific Railroad.

Special Members:

C. M. CHENEY, President Waterloo, Cedar Falls & Northern Railway.
T. J. MALONEY, President Chicago, West Pullman & Southern Railroad.

Executive Secretary:

H. G. TAYLOR, Union Station, Chicago.

SOUTHERN COMMITTEE

Regular Members:

J. B. HILL, President Louisville & Nashville Railroad.
L. A. DOWNS, President Illinois Central Railroad.
G. B. ELLIOTT, President Atlantic Coast Line Railroad.
L. R. POWELL, Jr., Receiver Seaboard Air Line Railway.
S. M. LOFTIN, Receiver Florida East Coast Railway.

Special Members:

H. W. PURVIS, Receiver Georgia & Florida Railroad.
EDGAR THOMASON, Vice President Piedmont & Northern Railway.

Executive Secretary:

C. A. WICKERSHAM, 4 Hunter Street SE., Atlanta.

The Federal Coordinator of Transportation is instructed to confer freely with these committees.

Coordinator Issues and Enforces Orders.—If in any instance the committees are unable for any reason, legal or otherwise, to carry out the first stated purpose of the act, relative to trackage, dupli-

cation of services, etc., it is their duty to recommend to the Coordinator that he give appropriate directions to the carriers by order. He is authorized "to issue and enforce such orders if he finds them to be consistent with the public interest and in furtherance of the purposes of this title." If a committee has not acted with respect to any matter which the Coordinator has brought to its attention and upon which he is of the opinion that it should have acted, he may issue an appropriate order.

Coordinator's Orders Subject to Review.—The orders of the Coordinator, so issued, are made subject to review by the Interstate Commerce Commission upon appeal and in its discretion, and in such event public hearings must be held and the Commission may suspend the order pending its decision.

Duties of Regional Organizations Established by the Coordinator.—The regional directors have charge of the investigation of operating and management economies local to the region, such as unification of terminals, joint use of shops and other facilities, pooling of service or traffic, elimination of wasteful routing, etc. Directors work with the carriers' regional coordinating committees. The regional traffic assistants work with the regional directors and with the regional coordinating committees in matters relating to traffic practices and accessorial services and charges, including terminal practices and charges at the ports. They advise the Coordinator on such matters and on general matters involving traffic policies and practices and they are the point of contact with shippers.

Functions of Legislative Research Section.—This section assists the Coordinator in the study and investigation of matters having a bearing on the need for further transportation legislation. The studies of the Research Section relate chiefly to railroad consolidation plans, regulation of transportation agencies other than railroads, and needed changes in existing laws applicable to transportation agencies.

Major Surveys by Transportation Service Section.—This section has *completed* four major surveys in the field of transportation service: The merchandise traffic survey, the passenger traffic survey, the carload traffic survey, and the marketing survey.

Purpose and Scope of Merchandise Traffic Survey.—The purpose *was* to develop fully the present facts with respect to the handling of less-than-carload freight, express traffic, and shipments accumulated and shipped in carload lots by so-called "car forwarders", and to develop ways and means by which the railroad handling could be made more economical and efficient and more attractive to shippers, with respect to both rates and service.

Five Studies Embraced by Passenger Traffic Survey.—The objectives of this survey *were*: (a) To determine the causes for the increasing losses of passenger patronage by the railroads; (b) ascertain the relative efficiency from service and economic standpoints, of the

various passenger-carrying agencies; (c) measure the potential market for railway passenger service; (d) investigate means by which railroad passenger service may be more economically operated, so that charges to patrons may be lowered accordingly; and (e) devise methods by which the various passenger agencies may be more effectively coordinated.

Principal Objectives of the Carload Traffic Survey.—This survey has the following seven objectives: (a) To determine the volume, the origin, and destination of available traffic (by principal commodities), and the distribution thereof, between the several transportation agencies; (b) analyze the methods, practices, services, and costs of the operation of each transportation agency; survey the extent and character of terminal facilities; and determine the economic utility of each; (c) analyze the facilities, methods, practices, services, and costs of line-haul operations of each agency and determine their respective economic utilities; (d) determine the relative utility of equipment units, presently and potentially available, with respect to dimension, capacity, minimum loads, convenience, and economy in loading and unloading, and protection of the lading while en route against the elements, vibration, shock, and loss; (e) ascertain the service needs of shippers with respect to facilities, equipment, speed, and completeness of movement; (f) determine the extra transportation expense incurred by the shippers in (1) furnishing and maintaining sidings, platforms, docks, etc., (2) packing, crating, billing, etc., and (3) drayage; and (g) study the present and potential economic relationship between carload charges and transportation costs with respect to the various kinds of traffic.

Objectives of the Marketing Survey.—Investigation and analysis *were* made of the form, duties, and nature of the traffic organizations of representative systems, their subdepartments and subdivisions, and also common or joint agencies and bureaus.

Rate-Making Machinery Investigated.—A survey *was* made of the rate-making machinery, to see if further means of simplification and of economy in pricing procedures and methods can be found.

Simplification of Tariffs.—Methods and costs as well as regulatory requirements in compiling, checking, revising, printing, and publishing tariffs *were* analyzed and examined with a view to making tariffs more intelligible to patrons and less expensive to carriers.

Methods of Selling Transportation.—Examination *was* made of the methods of selling transportation and soliciting traffic, both by central office representatives and by on-line and off-line commercial agencies.

Additional Aims of Marketing Survey.—In addition to the foregoing, this survey includes a review of personnel, costs, sales efforts, methods of control, productivity, and market possibilities. Advertising policies and media *were* examined particularly with respect

to the substitution of advertising in part for direct sales efforts. Finally, the need and potentialities of market research and development by carriers, individually and in cooperative groups, *were* explored.

Function of the Section of Car Pooling.—*The purpose of this section was to determine whether it is feasible and desirable to apply the principle of pooling to any or all classes of railroad equipment.* A plan *was prepared* in accordance with its findings for the pooling of equipment.

General Purpose of the Section of Purchases.—The general purpose of this section is to promote economy in the selection and procurement of railroad physical property through—

(a) Standardization and simplification, reduction in variety of specifications, designs, types, sizes, and other features of physical items and in variety of methods and practices, and concentration on the smallest number of different items required for adequate performance; determination of the best available designs, considering both technical and commercial factors, for those items which are selected as standard; establishing standards in effective use, and maintaining their effectiveness by periodic reviews to determine the need for modification to meet changed conditions.

(b) Improvement in purchasing methods; studies of means for eliminating wasteful practices, such as reciprocal buying, uneconomical routing of railroad material and selection of material without adequate knowledge or consideration of ultimate economy.

(c) Investigation of new materials, devices, and methods. This involves study of means of improving performance. Such means include new inventions and developments, improved designs, improved methods of performing physical operations, and application in the railroad field of physical items and methods successfully used in other industries.

The Section of Purchases is not itself equipped for such investigation, and the funds of the Coordinator are insufficient to establish an adequate staff for this purpose. The main hope is of promoting adequate carrier organization for such work.

Principal Functions of the Section of Labor Relations.—Section 13 of the act directs the Coordinator, in considering needs for further legislation, to investigate, among other things, the "stability of railroad employment and other improvement of railroad labor conditions and relations." The Section of Labor Relations was set up primarily to conduct such an investigation.

Other Purposes of Labor Relations Section.—Section 7 of the act imposes certain restrictions and prohibitions upon the railroads in connection with their employees, and the Section of Labor Relations also has been used by the Coordinator to help in the enforcement of these provisions.

Coordinator Has No Other Authority in Connection With Wages.—Section 7 (e), by reference to certain provisions of the amended bankruptcy act, specifically provides that the wages or working conditions of railroad employees shall not be changed except in the manner prescribed in the Railroad Labor Act, or as set forth in the memorandum of agreement entered into in Chicago on January 31, 1932, between the executives of the 21 standard labor organizations and the committee of 9 authorized to represent class I railroads.

Section 10 (a) also contains the following proviso: "*Provided, however, That nothing herein shall be construed to repeal, amend, suspend, or modify any of the requirements of the Railway Labor Act or the duties and obligations imposed thereunder or through contracts entered into in accordance with the provisions of said act.*"

Coordinator's Opinion on Job Protective Clause of Act.—Section 7 (b) of title I of the Emergency Railroad Transportation Act of 1933 contains restrictions on reductions in the number of employees in the service of a carrier and in their compensation "by reason of any action taken pursuant to the authority of this title." Judging from many letters received by the Coordinator, the impression seemed to prevail among railroad employees that this paragraph of the act protects them absolutely from dismissals or furloughs after the effective date of the act. The Coordinator is of the opinion that this impression is incorrect.

Application of Restrictions.—The restrictions apply to any action which may be taken by the Coordinator or the Commission under authority conferred by the act, or to action taken as a result of anything done by or through the carriers' regional coordinating committees. They do not apply, in the judgment of the Coordinator, to any lawful action taken by individual carriers, or by carriers jointly, which does not result from any authority conferred by the act or involve the use of any agency or mechanism which it creates.

Voluntary Economies in Operation Not Restricted.—The Coordinator does not believe it was the intent of the act to prohibit or restrict voluntary economies in operation which were lawful when the act was passed and are instituted in ordinary course of management.

Government Power Not to Reduce Railway Employment.—It was urged in support of section 7 (b) that the Government should not use its power and authority, under existing conditions, in such a way as to lead to a further reduction in railroad employment. The restriction relates to such action as is required or impelled or induced under authority of the Government through some agency of mechanism created by the new act.

Action Taken by Coordinator on Company Unions.—By reason of the provisions of section 7 (e) of the act, it is now unlawful for any railroad to:

(a) Deny or in any way question the right of its employees to join the labor organization of their choice;

(b) Interfere in any way with the organization of its employees;

(c) Use its funds in maintaining so-called "company unions";

(d) Influence or coerce its employees in an effort to induce them to join or remain members of such company unions;

(e) Require any person seeking employment to sign a contract or agreement promising to join or not to join a labor organization. If such a contract has been enforced, the railroad is required to notify its employees by an appropriate order that the contract has been discarded and is no longer binding on them in any way.

Enforcement of Company Union Prohibition.—The Coordinator deemed it his duty, in view of the provisions of section 12 of the act, to see to it, so far as possible, that the above prohibitions are enforced.

Two types of Regional Labor Committees.—Section 7(a) provides for the setting up of two types of regional labor committees to confer with the Coordinator and the carriers' regional coordinating committees. One type is composed of representatives of those labor organizations which were parties to the Chicago wage agreement of January 31, 1931. The other is composed of any other labor organizations whose representatives have been designated in conformity with the Railway Labor Act.

Prohibition of Company Unions.—It is made clear by the Coordinator that so-called "company unions" are not outlawed by the statute. The prohibitions are intended merely to insure to employees absolute freedom of choice with respect to labor organizations, and to prevent the carriers from interfering with such organizations in any way, or with the employees in their choice, and from using carrier funds to maintain company unions.

Investigations Undertaken by the Section of Labor Relations.—Briefly summarized, these investigations and studies are as follows:

(a) Labor relations with the railroad-controlled refrigerator car lines, railway express companies, and the Pullman Co. have been investigated and data secured for use by the Coordinator in connection with existing and proposed legislation affecting the labor relations in these transportation agencies in their bearing on the entire railroad industry.

(b) A survey of minimum wage rates and maximum hours of the lower-paid employees in the railroad industry. This is intended to enable a comparison of the wage rates and hours of railroad employees with those in other industries whose minimum hours have been established by codes under the National Recovery Administration.

(c) The Section of Labor Relations, in conjunction with an advisory committee composed of specialists in the field of industrial relations, social security, and human problems in industry has been

engaged in an extensive study of plans designated to provide reasonable security for railroad employees who would otherwise be adversely affected by technological improvements, coordination of railroad facilities and services, or even mergers and consolidations.

(d) The section is also making an analysis of the various elements of cost resulting from certain types of rules incorporated in working agreements between the railroads and labor organizations, and the reasons for such costs, particularly in train and engine service. This investigation also embraces the operating practices of the railroads as a result of which these rules were originally devised.

(e) Another inquiry of importance undertaken by the section was for the purpose of securing data concerning certain railroad expenses arising from occupational accidents to employees. This data is necessary in connection with legislation which is pending in Congress seeking to extend the principle of accident compensation to all railroad workers.

Committee Representing the Science Advisory Board.—At the request of the Coordinator, Dr. Karl T. Compton, chairman of the Science Advisory Board, appointed a committee to cooperate with a corresponding committee of railroad executives in an effort to insure to the railroads the maximum benefits from the utilization of modern science and engineering. The committee representing the Science Advisory Board is composed of the following:

- Dr. F. B. JEWETT, Chairman, President Bell Laboratories, Inc.
- Dr. E. K. BOLTON, Chemical Director, DuPont Co.
- Dr. ISAAH BOWMAN, Chairman National Research Council (ex officio).
- Dr. KARL T. COMPTON, Chairman Science Advisory Board (ex officio).
- Dr. F. T. FRARY, Director of Research, Aluminum Co. of America.
- MAURICE HOLLAND, Director Division of Engineering and Industrial Research, National Research Council.
- Dr. D. C. JACKSON, Professor of electrical engineering, Massachusetts Institute of Technology.
- Dr. JOHN JOHNSON, Director Research, United States Steel Corporation.
- Dr. C. F. KETTERING, Director Research, General Motors Corporation.
- R. L. LOCKWOOD, Director Section of Purchases.
- Dr. H. G. MOULTON, President Brookings Institution.
- A. A. POTTER, Dean of Engineering, Purdue University.

The corresponding committee representing the railroads is as follows:

- M. W. CLEMENTS, President Pennsylvania Railroad.
- NORMAN CALL, President Richmond, Fredericksburg & Potomac Railway.
- CHARLES DONNELLY, President Northern Pacific Railroad.
- C. E. JOHNSTON, President Kansas City Southern Railway.
- S. M. LOFTIN, Receiver Florida East Coast Railway.
- DANIEL WILLARD, President Baltimore & Ohio Railroad.

Survey of Procedures and Facilities.—These committees agreed that a survey should be made of the procedures and facilities now used by the railroads with respect to science and engineering, and that comparison should be made with industrial organizations in which the results of scientific research have been outstanding.

Object of Committees' Work.—The object is to determine whether the railroads are adequately organized for such work, so that maximum benefits may be obtained at the lowest cost for the entire industry, including the smaller as well as the larger railroads. The question of centralized organizations is involved. If it is found that improvements can be made, the joint committees will undertake to develop a plan and to assist in initiating it.

Cost Finding in Rail Transportation.—The Coordinator is endeavoring to carry on an inquiry regarding cost finding with the assistance of an unpaid advisory committee. The committee prepared a plan to meet the difficulty of prescribing adequate rules in this connection for the distribution of expense. This plan will be subjected to the criticisms of shippers, the railroads, and the Interstate Commerce Commission's accounting staff before it is finally recommended to the Coordinator.

Approved.

JOSEPH B. EASTMAN,
Federal Coordinator of Transportation.
JOHN L. ROGERS,
Executive Assistant.

RAILROAD RETIREMENT BOARD

MEMBERS

MURRAY W. LATIMER, *Chairman*; JOHN T. WILLIAMSON, LEE M. EDDY; JOHN L. ROGERS, *Secretary*

Information, Room 419 Tower Building, Fourteenth and K Streets NW., Washington, D. C.

Telephone, DIstrict 5737

Creation and Authority.—The Railroad Retirement Act, approved June 27, 1934 (Public, No. 485, 73d Cong.), created the Railroad Retirement Board to administer a compulsory, contributory retirement system for the railroad industry of the United States, section 1 (a) of the act defining the term "carrier" to include "any express company, sleeping-car company, carrier by railroad, subject to the Interstate Commerce Act, and any company which is directly or indirectly owned or controlled by or under common control with any carrier by railroad and which operates any equipment or facilities or performs any service (other than trucking service) in connection with the transportation of passengers or property or the receipt, delivery, elevation, transfer in transit, refrigeration or icing storage, and handling of property transported by railroad, and any receiver, trustee, or other individual or body, judicial or otherwise, when in the possession of the business of any such 'carrier': *Provided, however,* That the term 'carrier' shall not include any street, interurban, or suburban electric railway, unless such railway is operating as a part of a general steam-railroad system of transportation, but shall not exclude any part of the general steam-railroad system of transportation now or hereafter operated by any other motive power."

Purpose.—The establishment of a railroad retirement system is described in section 2 (a) of the act as "For the purpose of providing adequately for the satisfactory retirement of aged employees and promoting efficiency and safety in interstate transportation, and to make possible greater employment opportunity and more rapid advancement of employees in the service of carriers."

The act provides for the compulsory retirement of railroad employees at the age of 65, except that by joint agreement between carrier and employees the date of retirement may be postponed not

more than one year at a time and in no event beyond the age of 70. The final compulsory retirement at age 70 is subject to the further exception that it shall not apply to employees holding official positions until 5 years after the effective date of the act (Aug. 1, 1934). Employees may retire at their own option upon the completion of 30 years of service; in which event, except for employees separated from the service of a carrier because of physical or mental inability to continue in the service, the annuity is to be reduced by one-fifteenth of itself for each year by which retirement precedes the age of 65.

Annuities payable under the act are computed on the basis of the average compensation received by the employee during his entire period of service, but on the assumption that the average compensation for services rendered before the effective date of the act would be the total compensation received during the 8-year period ending December 31, 1931, divided by the total number of months worked in that period. In computing the average, compensation in excess of \$300 in any one month is omitted. The annuity itself is calculated by applying the following percentages to the average monthly compensation: 2 percent of the first \$50, 1½ percent of the next \$100, and 1 percent of the excess, if any, up to \$300. The sum of these three items is then multiplied by the number of years of service, not exceeding thirty.

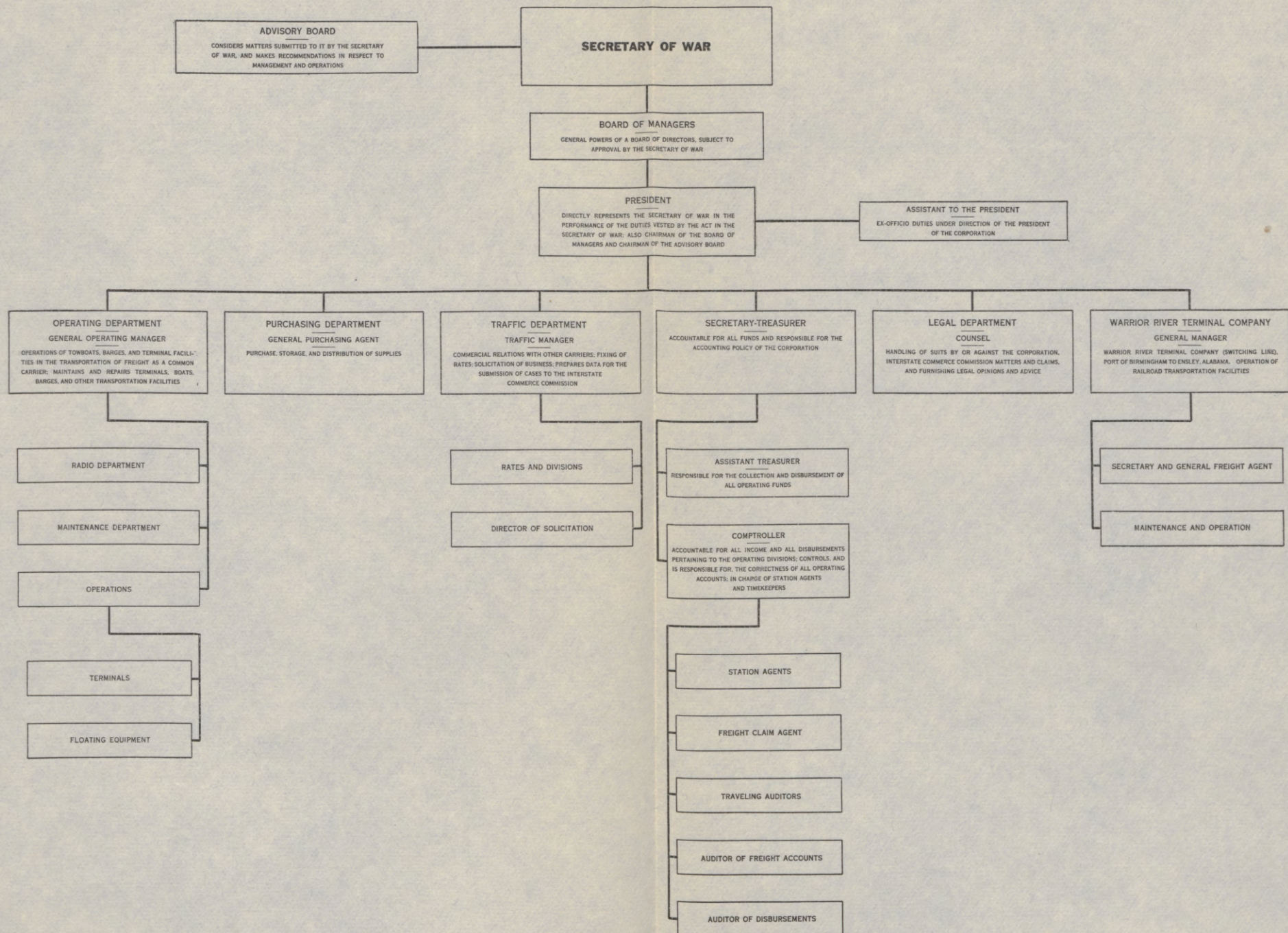
The annuities are to be paid from a fund created by compulsory contributions by employees and carriers. Initially the employees are to contribute 2 percent of their wages up to \$300 per month, and the carriers are to contribute twice that amount. The Board has authority to change the contributions as necessary to meet the payments required under the act. It has been estimated that approximately 1,250,000 persons were covered by the act on its effective date.

Organization.—The Railroad Retirement Board is an independent agency in the executive branch of the Government; is composed of three members appointed by the President, by and with the advice and consent of the Senate; and its affairs are conducted by the three members and such assistants as are necessary.

Approved.

MURRAY W. LATIMER,
Chairman.

INLAND WATERWAYS CORPORATION



INLAND WATERWAYS CORPORATION

OFFICERS

GEORGE H. DERN, *Secretary of War, Incorporator*; MAJ. GEN. T. Q. ASHBURN, *President and Chairman of the Board*; *F. E. SCHROEDER, * *Assistant to the President*; GUY BARTLEY, *Secretary-Treasurer*; J. W. JENKINSON, *Chief Clerk*

Information, Room 1018, Munitions Building, Nineteenth Street and Constitution Avenue NW., Washington D. C.

Telephone, National 2520, Branch 1535

Creation and Authority.—The Inland Waterways Corporation was incorporated under the Act of Congress approved June 3, 1924 (43 Stat. 360). The original legislation was amended by Act of February 28, 1927 (44 Stat. 1261), and by Act of May 29, 1928 (45 Stat. 978). The Corporation is charged with the duties incident to the development of national inland waterway transportation as delegated to the Secretary of War under the Transportation Act of 1920 (41 Stat. 499), and the Act of June 3, 1924 (43 Stat. 360), as amended by the Denison Act of May 29, 1928 (45 Stat. 978),* and Act of June 16, 1934 (48 Stat. 968)*

Purpose.—Organized to further the policies affecting inland waterway transportation as set forth in the transportation act, which were "to promote, encourage, and develop water transportation, service, and facilities in connection with the commerce of the United States, and to foster and preserve in full vigor both rail and water transportation", the Corporation was created primarily to carry out sections 201 and 500 of the transportation act and for other purposes, to make possible the coordination of rail and water transportation in the United States.

Organization.—The Inland Waterways Corporation is organized along the lines of a great trunk-line railroad with its own executive heads, traffic department, engineering department, purchasing department, operating department, industrial relations department, solicitation department, radio department, etc. Through joint rates with the railroads it serves the people in 42 out of the 48 States. Only the executive offices are located in Washington, D. C. The corporation is independent of annual appropriations by Congress and functions entirely on funds derived from operations.

ACTIVITIES

Government Operated Barge Lines.—The Corporation supervises the maintenance of Government-operated barge lines on several important water routes, providing necessary supplies and equipment. (These routes include St. Louis to Minneapolis, Kansas City, Chicago, and New Orleans; New Orleans to Mobile; Mobile to Port Birmingham, Ala.; and a switching line between Port Birmingham and Ensley, Ala.)

Sale and Lease of Government Transportation Facilities.—The Corporation is authorized to sell and lease, under specified terms and conditions, certain of the Corporation's transportation facilities to private management.

Water Terminals and Floating Equipment.—The Corporation is charged with investigating types of floating and terminal equipment suitable for various waterways, and with locating and erecting water terminals.

Investigation of Matters Affecting Waterway Traffic.—The Corporation investigates tariff and interchange arrangements between rail and water carriers and other matters which tend to promote and encourage waterway traffic, and otherwise functions generally as the official Government inland waterways bureau.

Approved.

MAJ. GEN. T. Q. ASHBURN,
President.

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The first of the three main sections of the report is a general survey of the situation in the country. It is followed by a detailed account of the work done during the year, and a summary of the results. The report is written in a clear and concise style, and is well illustrated with diagrams and photographs.

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UNITED STATES RAILROAD ADMINISTRATION

DIRECTOR GENERAL OF RAILROADS AND AGENT OF THE PRESIDENT

APPOINTED BY THE PRESIDENT'S PROCLAMATION, DATED FEBRUARY 1, 1918, UNDER AUTHORITY OF THE TRANSPORTATION ACT OF 1917, TO SUPERVISE THE OPERATION OF THE RAILROADS AND OTHER MODES OF TRANSPORTATION, AND TO ENFORCE THE LAWS AND REGULATIONS THEREOF, AND TO TAKE SUCH ACTION AS MAY BE NECESSARY TO CARRY OUT THE POLICY OF THE PRESIDENT IN REGARD TO THE RAILROADS AND OTHER MODES OF TRANSPORTATION.

ASSISTANT DIRECTOR GENERAL AND CHIEF CLERK

APPOINTED BY MR. HENRY MCGOWAN, JR., DIRECTOR GENERAL OF RAILROADS, FEBRUARY 1, 1918, WITH AUTHORITY TO APPROVE PAY-ROLLS, AUTHORITIES, PAY ROLLS, VOUCHERS IN PAYMENT TO RAILROADS, COLLECT, AND DISBURSE PAYMENTS OF RAILROADS, RAILROADS, AND RAILROADS, AND TO SUPERVISE THE OPERATION OF THE RAILROADS AND OTHER MODES OF TRANSPORTATION, AND TO TAKE SUCH ACTION AS MAY BE NECESSARY TO CARRY OUT THE POLICY OF THE PRESIDENT IN REGARD TO THE RAILROADS AND OTHER MODES OF TRANSPORTATION.

COUNTROLLER

APPOINTED BY MR. HENRY MCGOWAN, JR., DIRECTOR GENERAL OF RAILROADS, FEBRUARY 1, 1918, HAS CHARGE OF THE ACCOUNTING OF THE RAILROADS AND OTHER MODES OF TRANSPORTATION, AND TO SUPERVISE THE OPERATION OF THE RAILROADS AND OTHER MODES OF TRANSPORTATION, AND TO TAKE SUCH ACTION AS MAY BE NECESSARY TO CARRY OUT THE POLICY OF THE PRESIDENT IN REGARD TO THE RAILROADS AND OTHER MODES OF TRANSPORTATION.

TREASURER AND DISBURSING OFFICER

APPOINTED BY MR. HENRY MCGOWAN, JR., DIRECTOR GENERAL OF RAILROADS, FEBRUARY 1, 1918, RECEIVES ALL COLLECTIONS, DISBURSES ALL PAYMENTS OF PAY ROLLS, VOUCHERS, DOCUMENTS, DECISIONS, AND ARRANGES AFTER APPROVAL BY THE ASSISTANT DIRECTOR GENERAL, SUCH ALL CHECKS CONCERNING PAYMENTS FROM FUNDS IN SPECIAL DEPOSIT ACCOUNT, APPROPRIATED FUNDS, SUCCESSORS TO FEDERAL DEPOSIT ACCOUNT, AND TO SUPERVISE THE PAYMENT OF RAILROADS, RAILROADS, AND RAILROADS, AND TO TAKE SUCH ACTION AS MAY BE NECESSARY TO CARRY OUT THE POLICY OF THE PRESIDENT IN REGARD TO THE RAILROADS AND OTHER MODES OF TRANSPORTATION.

UNITED STATES RAILROAD ADMINISTRATION

OFFICERS

HENRY MORGENTHAU, JR., *Director General of Railroads and Agent*; WALLACE B. ROBINSON, *Assistant Director General of Railroads*; O. THACKER, *Comptroller*; R. C. DUNLAP, *Treasurer*

Information, Room 1424, New Interstate Commerce Commission Building, Twelfth Street and Constitution Avenue NW., Washington, D. C.

Telephone, NATIONAL 7940

Creation and Authority.—The Army Appropriation Act, approved August 29, 1916 (39 Stat. 645), empowered the President in time of war, through the Secretary of War, to take possession and assume control of any system or systems of transportation, or any part thereof, and to utilize the same, to the exclusion as far as may be necessary of all other traffic thereon, for the transfer or transportation of troops, war material and equipment, or for such other purposes connected with the emergency as may be needful or desirable.

By a proclamation dated December 26, 1917, President Wilson took possession and assumed control of railroads, effective at 12 o'clock noon on December 28, 1917, and appointed William G. McAdoo as Director General of Railroads to have charge of the possession, control, operation, and utilization of the railroads so taken over. The Director General of Railroads created an organization designated United States Railroad Administration to perform the duties arising from Federal control.

By the Federal Control Act, approved March 21, 1918 (40 Stat. 451), and amendments, provisions were made for the operation of transportation systems while under Federal control; for the just compensation of their owners, and for other purposes.

Purpose.—The purpose of Federal control of transportation systems in war time was to provide for their operation under a single authority and a simplified method of coordination which had not proved possible under private management and control of their owners.

By the Transportation Act, approved February 28, 1920 (41 Stat. 456), Federal control was terminated at 12:01 a. m., March 1, 1920, and the possession, control, and operation reverted back to the com-

panies owning the transportation systems. The present purpose is to adjust, settle, liquidate, and wind up all matters, including compensation, and all questions and disputes of whatsoever nature, arising out of or incident to Federal control.

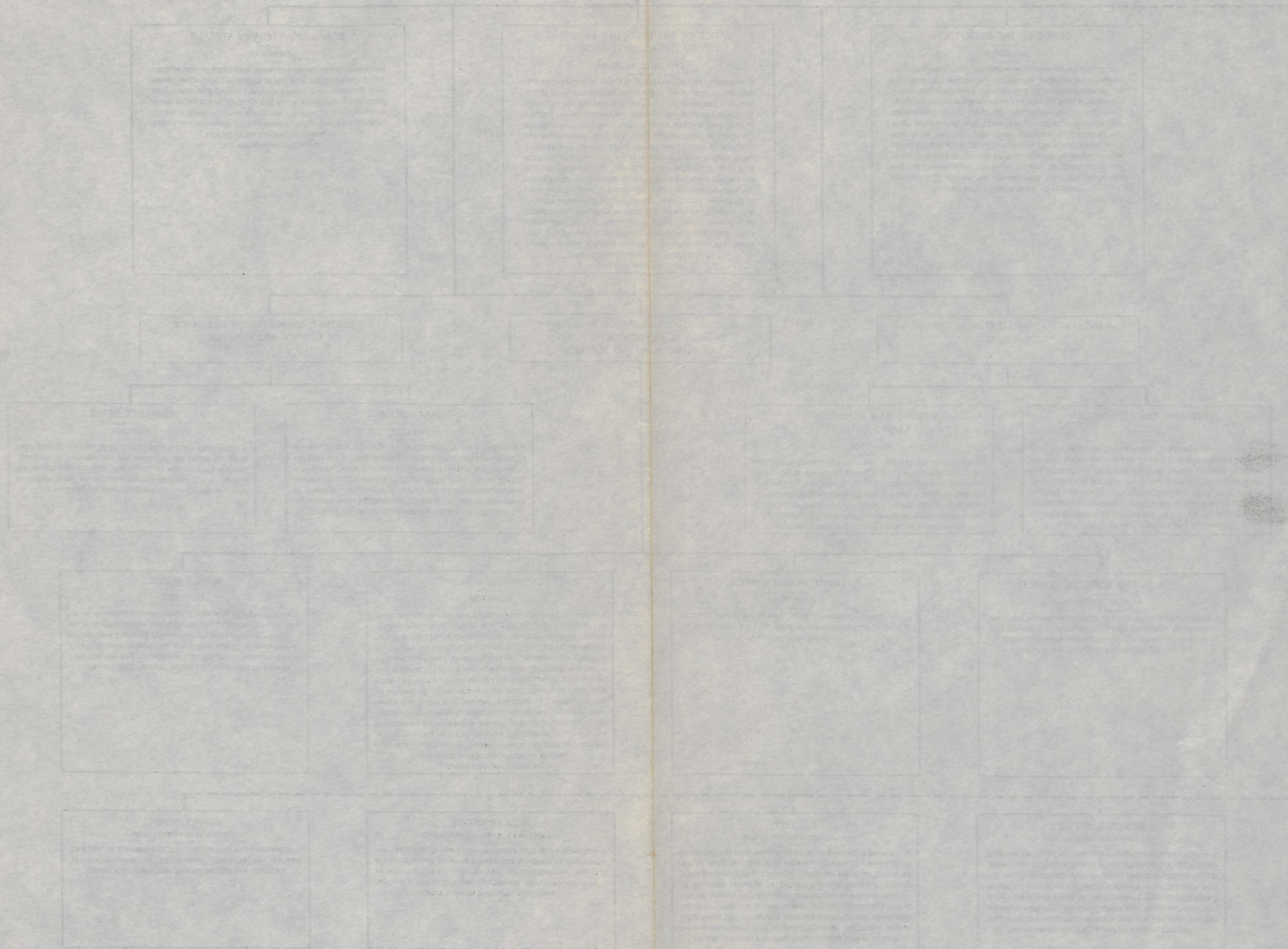
Organization.—The affairs of the United States Railroad Administration are conducted by a Director General of Railroads and Agent, appointed by the President, assisted by an Assistant Director General (to whom all necessary administrative powers have been delegated), a Comptroller, a Treasurer, and necessary clerical assistants.

Approved.

WALLACE B. ROBINSON,
Assistant Director General.

VETERANS' ADMINISTRATION

ADMINISTRATIVE ORGANIZATION



VETERANS' ADMINISTRATION

ADMINISTRATOR OF VETERANS' AFFAIRS

OFFICE OF THE SOLICITOR SOLICITOR

IS RESPONSIBLE FOR PREPARATION OF OPINIONS ON ALL LEGAL QUESTIONS ARISING IN THE VETERANS' ADMINISTRATION WHICH MAY BE SUBMITTED BY THE ADMINISTRATOR OR THE ASSISTANT ADMINISTRATORS. CLAIMS FOR DAMAGES DONE TO PROPERTY BY OR THROUGH THE OPERATION OF THE VETERANS' ADMINISTRATION, AND OTHER CLAIMS, COOPERATION WITH DEPARTMENT OF JUSTICE IN CONNECTION WITH LITIGATION, CRIMINAL PROSECUTIONS, SUBROGATION MATTERS, AND CIVIL RECOVERIES, MAINTENANCE OF CONTACT WITH AND PREPARATION OF SUBMISSIONS TO ATTORNEY GENERAL AND COMPTROLLER GENERAL ON SUCH MATTERS AS MAY BE INDICATED BY ADMINISTRATOR; ALL GUARDIANSHIP MATTERS AND NONMEDICAL FIELD EXAMINATIONS; ALL MATTERS PERTAINING TO LEGISLATION; MAINTENANCE OF LAW LIBRARY

OFFICE OF THE EXECUTIVE ASSISTANT TO THE ADMINISTRATOR EXECUTIVE ASSISTANT

IS RESPONSIBLE FOR ALL MATTERS PERTAINING TO BUDGET ESTIMATES AND CONTROL; OBTAINING, COMPILATION, AND EVALUATION OF STATISTICAL DATA; PERSONNEL ACTIVITIES OF THE ADMINISTRATION, INCLUDING THE CLASSIFICATION OF POSITIONS AND THE REGULATION AND CONTROL OF EFFICIENCY RATINGS, ORGANIZATION, TERRITORIAL ASSIGNMENTS, AND VERIFYING AUTHORIZATION ORDERS, EDITING, COORDINATING, AND COMPILING OF REGULATIONS, ORDERS, BULLETINS, AND OTHER FORMAL ISSUES, INVESTIGATIONS, LIAISON WITH THE DEPARTMENT OF THE INTERIOR AS TO OPERATION AND MAINTENANCE OF ARLINGTON BUILDING AND STORAGE SPACE, MAINTENANCE OF MOTOR TRANSPORTATION ASSIGNED TO CENTRAL OFFICE AND ALL MATTERS PERTAINING TO TELEPHONE, DICTOGRAPH, AND MECHANICAL EQUIPMENT SERVICES, OFFICE SUPPLIES, EQUIPMENT, AND SERVICES, EXCEPTING PROCUREMENT, PHOTOSTATING, DUPLICATING, AND PRINTING, AND MACHINE REPAIR WORK; STUDIES OF POLICY, METHODS AND PROCEDURE; EDITING, COMPILING, AND COORDINATING OF FORMS; CONTACT WITH CLAIMANTS, BENEFICIARIES, AND THEIR REPRESENTATIVES; CONTACT WITH THE PRESS

BOARD OF VETERANS' APPEALS CHAIRMAN

IS RESPONSIBLE FOR CONSIDERATION AND DISPOSITION OF FINAL APPEALS TO THE ADMINISTRATOR OF VETERANS' AFFAIRS AND CONDUCTING NECESSARY HEARINGS. SUCH APPEALS INVOLVE PENSIONS (FOR DISABILITIES RESULTING FROM SERVICE IN ANY WAR OR PEACE-TIME SERVICE), EMERGENCY OFFICERS' RETIREMENT, INSURANCE BENEFITS, DEATH BENEFITS, INCOMPETENCY, AND MISCELLANEOUS APPEALS INVOLVING FORFEITURE OF RIGHTS, RECOVERIES, RELATIONSHIPS, ADJUSTED COMPENSATION, ETC.

ASSISTANT ADMINISTRATOR IN CHARGE OF PENSIONS

ASSISTANT ADMINISTRATOR IN CHARGE OF MEDICAL AND DOMICILIARY CARE, CONSTRUCTION, AND SUPPLIES

ASSISTANT ADMINISTRATOR IN CHARGE OF FINANCE AND INSURANCE

VETERANS' CLAIMS SERVICE DIRECTOR

IS RESPONSIBLE FOR REQUESTING, RECEIVING, AND ASSEMBLING EVIDENCE FOR THE DETERMINATION OF ENTITLEMENT TO PENSION AND COMPENSATION IN VETERANS' CLAIMS; DETERMINING THE RATE OF PENSION AND COMPENSATION IN VETERANS' CLAIMS; PREPARATION AND INTERPRETATION OF A DISABILITY RATING SCHEDULE AND AMENDMENTS THERETO; CONDUCTING RESEARCH UNDER A DEFINITE PROGRAM BY SYSTEMATICALLY ASSEMBLING, RECORDING, AND EVALUATING DISABILITY FACTORS AND THEIR EFFECT UPON EARNING CAPACITY

WIDOWS' AND DEPENDENTS' CLAIMS SERVICE DIRECTOR

IS RESPONSIBLE FOR REQUESTING, RECEIVING, AND ASSEMBLING EVIDENCE FOR THE DETERMINATION OF ENTITLEMENT TO PENSION IN THE CLAIMS OF WIDOWS AND DEPENDENTS OF DECEASED VETERANS; DETERMINING THE RATE OF PENSION IN THE CLAIMS OF WIDOWS AND DEPENDENTS OF DECEASED VETERANS; ADJUDICATING CLAIMS FOR REIMBURSEMENT FOR BURIAL, FUNERAL, AND TRANSPORTATION EXPENSES; DETERMINING THE DISTRIBUTION OF ACCRUED FUNDS OF DECEASED BENEFICIARIES

FINANCE SERVICE DIRECTOR

IS RESPONSIBLE FOR ALL MATTERS RELATING TO THE ACCOUNTING FOR PUBLIC MONIES APPROPRIATED FOR THE PURPOSES SET OUT IN THE LAWS GOVERNING THE VETERANS' ADMINISTRATION, INCLUDING INVESTMENTS FOR THE UNITED STATES GOVERNMENT LIFE INSURANCE FUND AND THE ADJUSTED SERVICE CERTIFICATE FUND; ALLOTMENTS AND ALLOWANCES UNDER THE WAR RISK INSURANCE ACT, AS AMENDED; LOANS ON ADJUSTED-SERVICE CERTIFICATES AND CONVERTED INSURANCE POLICIES

INSURANCE SERVICE DIRECTOR

IS RESPONSIBLE FOR THE ADMINISTRATION OF THE PROVISIONS OF TITLE III OF THE WORLD WAR VETERANS' ACT, 1918, RELATIVE TO INSURANCE, AND THE ADJUDICATION OF CLAIMS FOR BENEFITS THEREUNDER, THE ISSUANCE OF CERTIFICATES AND THE PREPARATION AND ADJUDICATION OF ALL CLAIMS FOR ADJUSTED COMPENSATION BENEFITS

MEDICAL AND HOSPITAL SERVICE MEDICAL DIRECTOR

IS RESPONSIBLE FOR ALL MATTERS RELATING TO THE MEDICAL (INCLUDING DENTAL) CARE, TREATMENT, HOSPITALIZATION, PHYSICAL EXAMINATION, AND OUTPATIENT RELIEF OF BENEFICIARIES AND CLAIMANTS UNDER THE LAWS ADMINISTERED BY THE VETERANS' ADMINISTRATION

NATIONAL HOMES SERVICE DIRECTOR

IS RESPONSIBLE FOR ALL MATTERS RELATING TO THE DOMICILIARY CARE OF BENEFICIARIES AND CLAIMANTS UNDER THE LAWS RELATING TO THE VETERANS' ADMINISTRATION

CONSTRUCTION SERVICE DIRECTOR

IS RESPONSIBLE FOR PRELIMINARY INSPECTION AND ENGINEERING WORK IN CONNECTION WITH THE SELECTION OF SITES FOR NEW HOSPITALS, HOMES AND OTHER FACILITIES; PREPARATION OF PLANS, SPECIFICATIONS, AND ESTIMATES COVERING CONSTRUCTION, ALTERATIONS, AND REPAIR OF PLANTS AND EQUIPMENT, AND SUPERVISION OF PERFORMANCE OF SUCH WORK, MAINTENANCE OF CONTACT WITH OTHER SERVICES, BUREAUS, AND GOVERNMENT DEPARTMENTS TO PROVIDE FACILITIES AS AND WHEN REQUIRED FOR SERVICE, CONSTRUCTION CONTRACTS; SUPERVISION OF THE MAINTENANCE OF BUILDINGS, GROUNDS, AND MECHANICAL EQUIPMENT UNDER THE CONTROL OF THE VETERANS' ADMINISTRATION, INCLUDING MOTOR TRANSPORTATION, GENERAL SUPERVISION OF MAINTENANCE AND OPERATION OF UTILITIES; HEATING, LIGHTING, ELECTRIC POWER, PLUMBING, SEWAGE AND REFUSE DISPOSAL, WATER SUPPLY, FIRE PROTECTION, REFRIGERATING PLANTS, CARPENTRY, LAUNDRY, AND TELEPHONES

SUPPLY SERVICE DIRECTOR

IS RESPONSIBLE FOR PURCHASE, STORAGE, AND DISTRIBUTION OF ALL SUPPLIES AND EQUIPMENT FOR ALL VETERANS' ADMINISTRATION ACTIVITIES; ACCOUNTABILITY FOR ALL GOVERNMENT PROPERTY AND AUDITING OF PROPERTY ACCOUNTS, OPERATION AND MANAGEMENT OF SUPPLY DEPOTS, CONTRACTS, LEASES, AND AGREEMENTS FOR ALL VETERANS' ADMINISTRATION ACTIVITIES, EXCEPT CONSTRUCTION CONTRACTS

REGIONAL OFFICE (25 LOCATED IN VARIOUS STATES)

IS RESPONSIBLE FOR FURNISHING INFORMATION AS TO ALL BENEFITS, PREPARATION AND ADJUDICATION OF DISABILITY PENSION AND COMPENSATION; PHYSICAL EXAMINATION OF VETERANS; PROVIDING OUTPATIENT TREATMENT AND SOCIAL SERVICE; AUTHORIZATION FOR HOSPITALIZATION; CONDUCTING PHYSICAL EXAMINATIONS FOR OTHER GOVERNMENT AGENCIES; PROCUREMENT OF DATA REGARDING CLAIMS; HANDLING GUARDIANSHIP AND FIDUCIARY MATTERS; FIELD INVESTIGATIONS AND LEGAL PROCEEDINGS COVERED BY ADMINISTRATION INSTRUCTIONS

FACILITY (80 LOCATED IN VARIOUS STATES)

IS RESPONSIBLE FOR CONDUCTING EXAMINATIONS, CARE AND TREATMENT OF VETERANS HOSPITALIZED; FURNISHING DOMICILIARY CARE TO DISABLED EX-SERVICE MEN AND WOMEN INCAPABLE OF SELF-SUPPORT; EXAMINATION OF VETERANS FOR ADJUDICATORY PURPOSES REFERRED BY REGIONAL OFFICES; RENDERING LABORATORY, SOCIAL SERVICE, RECREATION, AND LIBRARY SERVICES; MAINTENANCE OF BUILDINGS, GROUNDS, CEMETERIES, AND STANDARD SANITARY PROVISIONS, INCLUDING TESTS OF FOOD, WATER, ETC. (OF THESE 23 OPERATE AUXILIARY FARMS, 6 HAVING DAIRIES; 27 ALSO PERFORM FUNCTIONS OF A REGIONAL OFFICE)

INSULAR OFFICE (LOCATED IN U. S. INSULAR POSSESSIONS)

IS RESPONSIBLE FOR CONTACTING CLAIMANTS AND BENEFICIARIES AND FURNISHING INFORMATION CONCERNING BENEFITS UNDER EFFECTIVE STATUTES; PROCUREMENT OF DATA INCIDENT TO ADJUDICATION OF CLAIMS; INVESTIGATIONS; CONDUCTING PHYSICAL EXAMINATIONS AND TREATMENT; PROVIDING HOSPITAL CARE

SUPPLY DEPOT (2 LOCATED IN DIFFERENT STATES)

IS RESPONSIBLE FOR RECEIPT, STORAGE, AND ISSUANCE OF SPECIFIED SUPPLIES AND EQUIPMENT DISTRIBUTED TO REGIONAL OFFICES, FACILITIES, AND INSULAR OFFICES, THROUGH SUPPLY DEPOTS

VETERANS' ADMINISTRATION

OFFICIALS

BRIG. GEN. FRANK T. HINES, *Administrator of Veterans' Affairs*; COL. GEORGE E. IJAMS, *Assistant Administrator (medical and domiciliary care, construction, and supplies)*; MAJOR OMER W. CLARK, *Assistant Administrator (pensions)*; HAROLD W. BREINING, *Assistant Administrator (finance and insurance)*; ADELBERT D. HILLER, *Executive Assistant to the Administrator of Veterans' Affairs*; JAMES T. BRADY, *Solicitor*; CHARLES M. GRIFFITH, M. D., *Medical Director*; COL. B. K. CASH, *Director of National Homes*; COL. LOUIS H. TRIPP, *Director of Construction*; MAJOR JOHN D. CUTTER, *Director of Supplies*; ELDON L. BAILEY, *Director of Widows and Dependents Claims Service*; GEORGE E. BROWN, *Director of Veterans' Claims Service*; HAROLD V. STIRLING, *Director of Finance*; HORACE L. MCCOY, *Director of Insurance*; and SAMUEL M. MOORE, JR., *Budget Officer and Chief of Statistics*

BOARD OF VETERANS' APPEALS

JOHN GARLAND POLLARD, *Chairman*; ROBERT L. JARNAGIN, *Vice Chairman*; P. D. GOLD, CHARLES D. FOX, SAM H. COILE, BARTHOLOMEW J. CONNOLLY, JR., WILLIAM B. STACOM, BURKE H. SINCLAIR, JOHN C. FISCHER, DR. WILLIAM G. CASSELS, DR. JOHN A. NELSON, DR. CHARLES D. COLLINS, HARRY M. SEYDEL, OTTO G. ELBLE, WILLIAM C. MENTON, WILLIAM N. NORRELL, JOSEPH E. ROWE, ADDISON T. SMITH, RALPH L. CHAMBERS, MRS. LAURA S. BROWN, DR. FRED H. CLARK, SAMUEL T. CONKLING, FRANK T. REAGAN, ELMER E. STUDLEY, MRS. LUCY S. HOWORTH, MRS. CARROLL LOY STEWART, JOHN R. GALBRAITH, DR. O. V. FOOTE, L. B. FOSTER, DANIEL E. SMITH, *FRANK L. BOWMAN and COL. LEMUEL BOLLES *

Information, Room 132, Arlington Building, Vermont Avenue between H and I Streets NW., Washington, D. C.

Telephone, NATIONAL 6740, Branch 521

Creation and Authority.—The Veterans' Administration was created by Executive Order No. 5398, dated July 21, 1930, under authorization of the act of Congress approved July 3, 1930 (46 Stat. 1016). This act authorized the President to consolidate and coordinate under a single control all Federal agencies dealing with veterans' affairs. The order consolidated in the Veterans' Administration the Bureau of Pensions (formerly under the Secretary of the Interior), the United States Veterans' Bureau, and the National Home for Disabled Volunteer Soldiers (now known as the "National Homes Service"). The Veterans' Administration is an independent establishment under the President.

Purpose.—The Veterans' Administration administers all laws relating to the relief of and other benefits provided by law for former members of the military and naval forces. It is responsible for extending relief to veterans and to dependents of deceased veterans of all wars, and to soldiers and to dependents of deceased

soldiers who served in the Government military and naval establishments during time of peace, as provided for by various acts of Congress. These laws include, in addition to compensation and pensions, Government insurance, military and naval insurance, adjusted compensation, emergency officers' retirement pay for veterans of the World War, and hospital and domiciliary care for veterans of all wars.

Organization.—The Administrator of Veterans' affairs is charged with the control, direction, and management of all agencies and activities which comprise the Veterans' Administration, and all final decisions or orders of any agency of the organization are, upon appeal, subject to review by him. The Administrator is also chairman of the Federal Board of Hospitalization, which is advisory to the President in all matters having to do with the need for, the location of, and expenditures on account of increased Government facilities for the hospitalization and domiciliary care of all veterans of the United States.

Regional offices, or combined regional offices and hospitals, are located in each State (with the exception of Delaware) to facilitate the granting of benefits provided for veterans. The Veterans' Administration maintains and operates 80 hospitals and homes which provide medical and domiciliary care.

VETERANS' ADMINISTRATION REGIONAL OFFICES

| LOCATION | ADDRESS | MANAGER |
|----------------------|--------------------------------|-----------------------|
| BALTIMORE, MD. | Fort McHenry. | C. F. Sargent. |
| BOSTON, MASS. | Post Office Building. | William J. Blake. |
| BURLINGTON, VT. | 203 College Street. | George B. Kolk. |
| CHARLOTTE, N. C. | 212 South Tryon Street. | James S. Pittman. |
| CINCINNATI, OHIO. | 1015 Vine Street. | William M. Coffin. |
| CLEVELAND, OHIO. | Post Office Building. | William L. Marlin. |
| DALLAS, TEX. | Cotton Exchange Building. | Read Johnson. |
| DENVER, COLO. | Old Customhouse. | J. A. Carlton. |
| DETROIT, MICH. | Federal Building. | Guy F. Palmer. |
| JACKSON, MISS. | Federal Building. | William S. Shipman. |
| KANSAS CITY, MO. | 406 West Thirty-fourth Street. | John A. Brody. |
| LITTLE ROCK, ARK. | Federal Building. | James A. Winn. |
| LOUISVILLE, KY. | Sixth Street and Broadway. | Silas B. Dishman, Jr. |
| MANCHESTER, N. H. | Federal Building. | H. H. Rouse. |
| NASHVILLE, TENN. | Cotton States Building. | Jesse M. Nixon. |
| NEW ORLEANS, LA. | 333 St. Charles Street. | B. C. Moore. |
| NEW YORK, N. Y. | New Parcel Post Building. | E. B. Dunkleberger. |
| OKLAHOMA CITY, OKLA. | Federal Building. | H. B. Gilstrap. |
| PHILADELPHIA, PA. | New Custom house. | H. J. Crosson. |
| PHOENIX, ARIZ. | 242 West Washington Street. | A. D. Borden. |
| PROVIDENCE, R. I. | 40 Fountain Street. | Louis A. Normandin. |
| RENO, NEV. | Federal Building. | G. M. Olmstead. |
| SAN ANTONIO, TEX. | Smith-Young Tower. | L. C. Chapman. |
| SEATTLE, WASH. | Federal Office Building. | O. G. Fairburn. |
| SIOUX FALLS, S. DAK. | Federal Building. | David K. Dalager. |

(8-24-35)

VETERANS' ADMINISTRATION FACILITIES

| LOCATION | ADDRESS | MANAGER |
|--|---------|---------------------------|
| (Asterisk (*) includes regional office activities) | | |
| *ALBUQUERQUE, N. MEX. | | R. R. Gibson. |
| ALEXANDRIA, LA. | | Dr. J. Baldwin McComb. |
| AMERICAN LAKE, WASH. | | Dr. George R. Stalter. |
| *ATLANTA, GA. | | J. M. Slaton, Jr. |
| AUGUSTA, GA. | | Dr. William Dobson. |
| *BATAVIA, N. Y. | | A. J. Dalton. |
| BATH, N. Y. | | Col. John A. Hadley. |
| *BAY PINES, FLA. | | M. Bryson. |
| BEDFORD, MASS. | | Dr. Winthrop Adams. |
| BILOXI, MISS. | | Col. Dallas B. Smith. |
| *BOISE, IDAHO. | | C. H. Hudelson. |
| BRONX, N. Y. | | Col. Benjamin F. Hayden. |
| CAMP CUSTER, MICH. | | Dr. Harry G. Clarke. |
| CANANDAIGUA, N. Y. | | Dr. Hans Hansen. |
| CASTLE POINT, N. Y. | | Dr. Joseph F. Wallace. |
| *CHEYENNE, WYO. | | Jas. L. Laughlin. |
| CHILlicothe, OHIO. | | Dr. Dennis J. Murphy. |
| COATESVILLE, PA. | | Dr. Appleton H. Pierce. |
| *COLUMBIA, S. C. | | S. C. Groeschel. |
| DANVILLE, ILL. | | Dr. John A. Pringle. |
| DAYTON, OHIO. | | C. W. Spofford. |
| *DES MOINES, IOWA. | | Charles G. Beck. |
| DWIGHT, ILL. | | Dr. Rhodrie W. Browne. |
| EXCELSIOR SPRINGS, MO. | | Dr. Robert C. Cook. |
| *FARGO, N. DAK. | | C. T. Hoverson. |
| FAYETTEVILLE, ARK. | | Dr. Frank N. Gordon. |
| FORT BAYARD, N. MEX. | | Dr. James E. Dedman. |
| *FORT HARRISON, MONT. | | Dr. Herbert C. Watts. |
| FORT LYON, COLO. | | Dr. Eugene Davis. |
| GULFPORT, MISS. | | Dr. George M. Melvin. |
| *HINES, ILL. | | Dr. Hugh Scott. |
| HOT SPRINGS, S. DAK. | | David K. Dalager. |
| *HUNTINGTON, W. VA. | | Dr. Harry B. Fralic. |
| *INDIANAPOLIS, IND. | | John H. Ale. |
| *JEFFERSON BARRACKS, MO. | | Edw. J. Wieland. |
| KNOXVILLE, IOWA. | | Dr. O. C. Willhite. |
| LAKE CITY, FLA. | | Dr. Howard C. Von Dahm. |
| LEGION, TEX. | | Dr. Louis H. Webb. |
| LEXINGTON, KY. | | Dr. J. M. Ferguson. |
| *LINCOLN, NEBR. | | H. G. Hooks. |
| LIVERMORE, CALIF. | | Dr. Frank B. Brewer. |
| *LOS ANGELES, CALIF. | | Col. R. A. Bringham. |
| *LYONS, N. J. | | M. E. Head. |
| MARION, IND. | | Dr. Harry H. Botts. |
| MEMPHIS, TENN. | | Dr. I. R. Wagner. |
| *MILWAUKEE, WIS. | | Col. Charles M. Pearsall. |
| *MINNEAPOLIS, MINN. | | C. D. Hibbard. |
| MUSKOGEE, OKLA. | | Dr. Orville D. Westcott. |
| MOUNTAIN HOME, TENN. | | Maj. Lee Harr. |
| *NEWINGTON, CONN. | | T. J. Bannigan. |
| NORTHAMPTON, MASS. | | Dr. Frank E. Leslie. |
| NORTH CHICAGO, ILL. | | Dr. Delmar Goode. |
| NORTH LITTLE ROCK, ARK. | | Dr. John H. Baird. |

| | |
|--------------------------------------|---------------------------|
| NORTHPORT, LONG ISLAND, N. Y. | Dr. George F. Brewster. |
| OTTEEN, N. C. | Dr. H. C. Dodge. |
| OUTWOOD, KY. | Dr. Herbert E. Whitledge. |
| PALO ALTO, CALIF. | Dr. Fereival G. Lasche. |
| PERRY POINT, MD. | Dr. Duncan Campbell. |
| *PITTSBURGH, PA. | Dr. William E. Park. |
| *PORTLAND, OREG. | Dr. Paul I. Carter. |
| *ROANOKE, VA. | Edwin W. Jordan. |
| ROSEBURG, OREG. | Col. Elon F. Tandy. |
| RUTLAND HEIGHTS, MASS. | Dr. Richard L. Cook. |
| *SALT LAKE CITY, UTAH. | E. A. Littlefield. |
| SAN FERNANDO, CALIF. | Dr. David C. Farnsworth. |
| *SAN FRANCISCO, CALIF. | Dr. James G. Donnelly. |
| SHERIDAN, WYO. | Dr. Richard W. Soper. |
| ST. CLOUD, MINN. | Dr. Hugo Melia. |
| SUNMOUNT, N. Y. | Dr. Henry Ladd Stickney. |
| *TOGUS, MAINE. | M. L. Stoddard. |
| TUCSON, ARIZ. | Dr. Samuel H. James. |
| *TUSCALOOSA, ALA. | Dr. George L. Johnson. |
| TUSKEGEE, ALA. | Dr. Joseph H. Ward. |
| VETERANS' ADMINISTRATION HOME, KANS. | Col. Charles I. Martin. |
| VETERANS' ADMINISTRATION HOME, VA. | Col. Keith Ryan. |
| WACO, TEX. | Dr. Harry Rubin. |
| WALLA WALLA, WASH. | Dr. Walter B. Swackhamer. |
| WASHINGTON, D. C. | Dr. Lewis G. Beardsley. |
| WHIPPLE, ARIZ. | Dr. W. E. Chambers. |
| *WICHITA, KANS. | D. F. Peppers. |

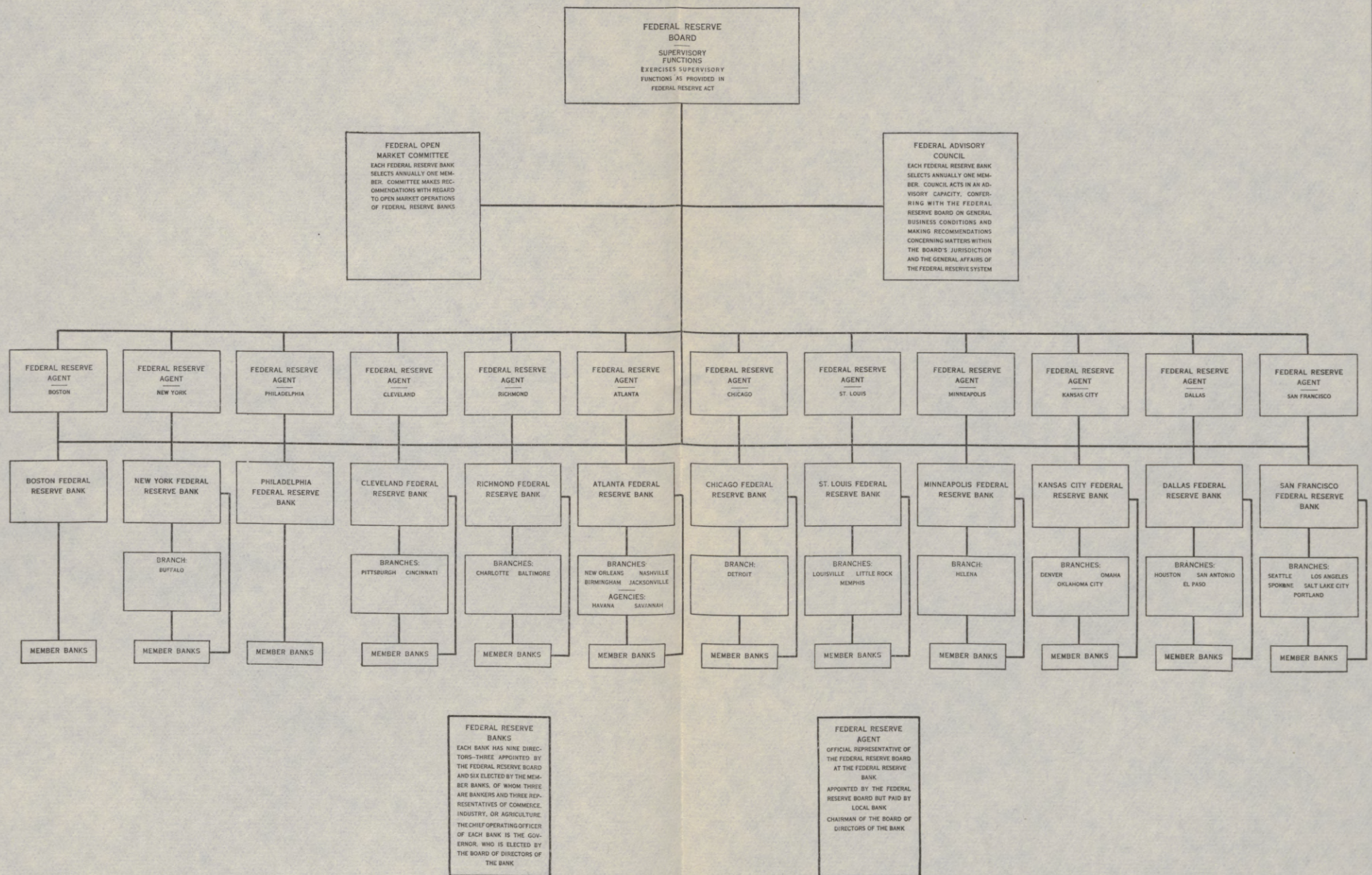
Approved.

BRIG. GEN. FRANK T. HINES,
Administrator of Veterans' Affairs.

(8-24-35)

FEDERAL RESERVE SYSTEM

ESTABLISHED PURSUANT TO AUTHORITY CONTAINED IN ACT OF DECEMBER 23, 1913,
KNOWN AS THE FEDERAL RESERVE ACT



FEDERAL RESERVE SYSTEM

Creation and Authority.—The Federal Reserve System was established pursuant to authority contained in the act of December 23, 1913, known as the Federal Reserve Act.

Purpose.—As stated in the preamble, the purposes of the act are "To provide for the establishment of Federal Reserve banks, to furnish an elastic currency, to afford means of rediscounting commercial paper, to establish a more effective supervision of banking in the United States, and for other purposes."

Organization.—The System comprises the Board *of Governors of the Federal Reserve System,* which exercises supervisory functions, the Federal Advisory Council, which acts in an advisory capacity to the Board of Governors,* the Federal Open Market Committee,* the twelve Federal Reserve banks situated in different sections of the United States, and the member banks, which include all national banks *in the United States* and such State banks and trust companies as have voluntarily applied to the Board *of Governors* for membership and have been admitted to the System.

Regional Organization.—The Federal Reserve banks are located in Boston, New York, Philadelphia, Cleveland, Richmond, Atlanta, Chicago, St. Louis, Minneapolis, Kansas City, Dallas, and San Francisco. There are also in operation 25 branches and 2 agencies of the Federal Reserve banks, all of which are located in other cities of the United States, except one agency in Habana, Cuba.

Approved.

MARRINER S. ECCLES,
* *Chairman.* *

FEDERAL RESERVE SYSTEM

The Federal Reserve System is a system of banks and financial institutions that provide services to the U.S. government and the public. It is the central bank of the United States and is responsible for maintaining the stability of the financial system and for promoting the growth of the economy. The system is composed of the Board of Governors, the Federal Reserve Banks, and the member banks. The Board of Governors is the highest authority in the system and is responsible for setting monetary policy. The Federal Reserve Banks are the operating arms of the system and are responsible for implementing the policies of the Board. The member banks are the banks that are members of the system and are responsible for providing services to the public. The Federal Reserve System is an essential part of the U.S. financial system and plays a vital role in the economy.

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

MEMBERS

MARRINER S. ECCLES, *Chairman*; J. J. THOMAS, *Vice-chairman*; CHARLES S. HAMLIN, ADOLPH C. MILLER, GEORGE R. JAMES and M. S. SZYMCAK. *Ex-officio Members*: HENRY MORGENTHAU, JR., and J. F. T. O'CONNOR

OFFICIALS

LAWRENCE CLAYTON, *Assistant to the Chairman*; ELLIOTT L. THURSTON, *Special Assistant to the Chairman*; CHESTER MORRILL, *Secretary*; J. C. NOELL, LISTON P. BETHEA, and S. R. CARPENTER, *Assistant Secretaries*; WALTER WYATT, *General Counsel*; GEORGE B. VEST and B. MAGRUDER WINGFIELD, *Assistant General Counsels*; LEO H. PAULGER, *Chief, Division of Examinations*; R. F. LEONARD and C. E. CAGLE, *Assistant Chiefs, Division of Examinations*; FRANK J. DRINNEN, *Federal Reserve Examiner*; E. A. GOLDENWEISER, *Director, Division of Research and Statistics*; LAUCHLIN CURRIE and WOODLIEF THOMAS, *Assistant Directors, Division of Research and Statistics*; E. L. SMEAD, *Chief, Division of Bank Operations*; J. R. VAN FOSSEN and J. E. HORBETT, *Assistant Chiefs, Division of Bank Operations*; CARL E. PARRY, *Chief, Division of Security Loans*; PHILIP E. BRADLEY, *Assistant Chief, Division of Security Loans*; O. E. FOULK, *Fiscal Agent*; JOSEPHINE E. LALLY, *Deputy Fiscal Agent*

Information, Room 511, Washington Building, Fifteenth Street and Pennsylvania Avenue NW, Washington, D. C.

Telephone, NATIONAL 6400, Branch 536

Composition and Powers.—Broad supervisory powers are vested in the Board of Governors of the Federal Reserve System, which has its offices in Washington. The Board is now composed of the Secretary of the Treasury and the Comptroller of the Currency as ex officio members and six other members appointed by the President by and with the advice and consent of the Senate; after February 1, 1936, it will be composed of seven members appointed by the President by and with advice and consent of the Senate, and will have no ex officio members. In selecting these seven members, the President is required to have due regard to a fair representation of the financial, agricultural, industrial and commercial interests, and geographical divisions of the country. No two members may be from the same Federal Reserve District.

ACTIVITIES

Discount Rates.—Among the more important duties of the Board of Governors is the review and determination of discount rates charged by the Federal Reserve banks on their discounts and advances.

Open-Market Operations.—After March 1, 1936, each member of the Board of Governors will also be a member of the Federal Open Market Committee whose membership, in addition, will include five representatives of the Federal Reserve banks, each such representative being elected annually by the boards of directors of certain specified Federal Reserve banks. After March 1, 1936, open-market operations of the Federal Reserve banks will be conducted under regulations adopted by the Committee with a view to accommodating commerce and business and with regard to their bearing upon the general credit situation of the country; and no Federal Reserve bank may engage or decline to engage in open-market operations except in accordance with the direction of and regulations adopted by the Committee.

Change in Reserve Requirements.—The Board may, within certain limitations and in order to prevent injurious credit expansion or contraction, change the requirements as to reserves to be maintained by member banks against deposits.

Control of Credit on Securities.—For the purpose of preventing the excessive use of credit for the purchase or carrying of securities, the Board is authorized to regulate the amount of credit that may be initially extended and subsequently maintained on any security (with certain exceptions) registered on a national securities exchange. Certain other powers have been conferred upon the Board which are likewise designed to enable it to prevent an undue diversion of funds into speculative operations.

Examination and Supervision of Federal Reserve Banks.—In connection with its supervision of Federal Reserve banks the Board also is authorized to make examinations of such banks; to require statements and reports from such banks; to require the establishment or discontinuance of branches of such banks; to supervise the issue and retirement of Federal Reserve notes, and to exercise special supervision over all relationships and transactions of the Federal Reserve banks with foreign banks or bankers.

Admission and Examination of Member Banks.—The Board passes on the admission of State banks and trust companies to membership in the Federal Reserve System, on the termination of membership of such banks, and on the applications of such banks to establish out-of-town branches. It has the power to examine member banks and affiliates of member banks and it receives condition reports from State member banks and their affiliates.

Interest Rate on Deposits.—The Board limits by regulation the rate of interest which may be paid by member banks on time and savings deposits.

Voting Permits for Bank Holding Companies.—The Board is authorized, in its discretion, to issue voting permits to holding company affiliates of member banks entitling them to vote the stock of such banks at any or all meetings of shareholders.

Trust Powers of National Banks.—The Board passes on applications of national banks for authority to exercise trust powers or to act in fiduciary capacities.

Interlocking Directorates.—The Board may issue general regulations permitting interlocking relationships in certain circumstances between member banks and organizations dealing in securities, or, under the Clayton Antitrust Act, between member banks and other banks.

Removal of Officers.—The Board has the power to remove officers and directors of a member bank for continued violations of law or unsafe or unsound practices in conducting the business of such bank, and it may, in its discretion, suspend member banks from the use of the credit facilities of the Federal Reserve System for making undue use of bank credit for speculative purposes or for any other purpose inconsistent with the maintenance of sound credit conditions.

Control over Foreign Branches, etc.—The Board may grant authority to national banks to establish branches in foreign countries or dependencies or insular possessions of the United States, or to invest in the stock of banks or corporations engaged in international or foreign banking, and it supervises the organization and activities of corporations organized under Federal law to engage in international or foreign banking.

Settlement Fund.—Another function of the Board is the operation of a settlement fund, by which balances due to and from the various Federal Reserve banks arising out of their own transactions or transactions of their member banks or of the United States Government are settled in Washington through telegraphic transfer of funds without physical shipments of currency.

Regulations.—In exercising its supervisory functions the Board promulgates regulations, pursuant to authority granted by the law, governing certain of the above-mentioned activities of Federal Reserve banks and member banks.

Publications.—The Board keeps a complete record of all action taken by it and by the Federal Open Market Committee on any question of policy, and in the annual report which it makes to the Speaker of the House of Representatives for the information of the Congress as required by law, it includes a full account of all such action and also a copy of the records required to be kept in that connection. The Board also issues weekly statements of condition of the Federal reserve banks and of member banks in leading cities. It publishes monthly the Federal Reserve Bulletin which contains detailed statistics on banking and business conditions in this and other countries, and also contains certain regulations, interpretations and rulings issued by the Board.

Expenses.—To meet its expenses and to pay the salaries of its members and its employees, the Board makes semiannual assessments upon the Federal Reserve banks in proportion to their capital stock and surplus.

Approved.

MARRINER S. ECCLES,
Chairman.

(11-11-35)

FEDERAL ADVISORY COUNCIL

(Federal Reserve System)

MEMBERS

THOMAS M. STEELE, *District no. 1, (Boston)*; JAMES H. PERKINS, *District no. 2 (New York)*; HOWARD A. LOEB, *District no. 3 (Philadelphia), Vice President*; ARTHUR E. BRAUN, *District no. 4 (Cleveland)*; CHARLES M. GOHEN, *District no. 5 (Richmond)*; H. LANE YOUNG, *District no. 6 (Atlanta)*; SOLOMON A. SMITH, *District no. 7 (Chicago)*; WALTER W. SMITH, *District no. 8 (St. Louis), President*; THEODORE WOLD, *District no. 9 (Minneapolis)*; W. T. KEMPER, *District no. 10 (Kansas City)*; JOSEPH H. FROST, *District no. 11 (Dallas)*; M. A. ARNOLD, *District no. 12 (San Francisco)*
WALTER LICHTENSTEIN, *Secretary*

Authority.—The Federal Advisory Council acts in an advisory capacity; conferring with the Board of Governors of the Federal Reserve System on general business conditions and making recommendations concerning matters within the Board's jurisdiction and the general affairs of the Federal Reserve System.

Composition and Meetings.—The Council is composed of 12 members, one from each Federal Reserve district being selected annually by the board of directors of the Federal Reserve bank of the district. The Council is required to meet in Washington at least four times each year and oftener if called by the *Board of Governors of the Federal Reserve System.*

Approved.

MARRINER S. ECCLES,
*Chairman of the Board of Governors
of the Federal Reserve System.*

FEDERAL ADVISORY COUNCIL

FEDERAL ADVISORY COUNCIL

MEMORANDUM

TO : THE SECRETARY, DEPARTMENT OF THE ARMY
FROM : THE SECRETARY, DEPARTMENT OF THE ARMY
SUBJECT: [Illegible]

[Illegible text block]

[Illegible text block]

FEDERAL RESERVE BANKS

(Federal Reserve System)

| CHAIRMEN AND GOVERNORS | | |
|-------------------------------------|---|-----------------|
| <i>Federal Reserve Bank of—</i> | <i>Chairman and Federal Reserve Agent</i> | <i>Governor</i> |
| BOSTON | F. H. CURTISS | R. A. YOUNG |
| NEW YORK | J. H. CASE | G. L. HARRISON |
| PHILADELPHIA | R. L. AUSTIN | G. W. NORRIS |
| CLEVELAND | E. S. BURKE, JR. ¹ | M. J. FLEMING |
| RICHMOND | W. W. HOXTON | G. J. SEAY |
| ATLANTA | (<i>Vacant</i>) | OSCAR NEWTON |
| CHICAGO | E. M. STEVENS | G. J. SCHALLER |
| ST. LOUIS | J. S. WOOD | W. MCC. MARTIN |
| MINNEAPOLIS | J. N. PEYTON | W. B. GEERY |
| KANSAS CITY | (<i>Vacant</i>) | G. H. HAMILTON |
| DALLAS | C. C. WALSH | B. A. MCKINNEY |
| SAN FRANCISCO | (<i>Vacant</i>) | J. U. CALKINS |

¹ *Acting Chairman*; W. H. FLETCHER, *Acting Federal Reserve Agent*.

Ownership.—The capital stock of the Federal Reserve banks is all owned by the member banks and may not be transferred or hypothecated. Every national bank in the United States is required to subscribe to the capital stock of the Federal Reserve bank of its district in an amount equal to 6 percent of the subscribing bank's paid-up capital and surplus. State banks or trust companies (except mutual savings banks) upon becoming members of the Federal Reserve System must subscribe for a corresponding amount. When a member bank increases or decreases its capital or surplus, it is required to alter its holdings of Federal Reserve bank stock in the same proportion. A mutual savings bank which is admitted to membership in the Federal Reserve System must subscribe for Federal Reserve bank stock in an amount equal to six-tenths of 1 percent of its total deposit liabilities; and thereafter such subscription must be adjusted semiannually on the same percentage basis. One-half of the subscription of each member bank must be fully paid, and the remainder is subject to call by the Board of Governors of the Federal Reserve System; no call for payment of the remainder has been made.

Earnings and Dividends.—After all necessary expenses of a Federal Reserve bank have been paid or provided for, its stockholding member banks are entitled to receive an annual dividend of 6 percent on the paid-in capital stock, which dividend is cumulative. After these dividend claims have been fully met, the net earnings are paid

into the surplus fund of the Federal Reserve bank. Federal Reserve banks, including the capital stock and surplus therein and the income derived therefrom, are exempt from Federal, State, and local taxation, except taxes upon real estate. In case of liquidation, the surplus of a Reserve bank (after payment of all expenses and accrued dividends) would be paid to the United States Government.

Directors and Officers of Reserve Banks.—The board of directors of each Federal Reserve bank is composed of nine members, equally divided into three classes, designated class A, class B, and class C. Directors of class A are representative of the stockholding member banks. Directors of class B must be actively engaged in their district in commerce, agriculture, or some other industrial pursuit, and may not be officers, directors, or employees of any bank. Class C directors may not be officers, directors, employees, or stockholders of any bank. The six class A and B directors are elected by the stockholding member banks, while the three class C directors are appointed by the Board of Governors of the Federal Reserve System. The term of office of each director is 3 years, so arranged that the term of one director of each class expires each year.

One of the class C directors appointed by the Board is designated as chairman of the board of directors of the Federal Reserve bank and as Federal Reserve agent, and in the latter capacity he is required to maintain a local office of the Board on the premises of the Federal Reserve bank. Another class C director is appointed by the *Board of Governors of the Federal Reserve System* as deputy chairman. After March 1, 1936, each Federal Reserve bank will have as its chief executive officer a president appointed for five years by its board of directors with the approval of the Board of Governors of the Federal Reserve System. There also will be a first vice-president, appointed in the same manner for the same term.

ACTIVITIES

Extensions of Credit to Member Banks.—Federal Reserve banks are authorized, among other things, to discount for their member banks notes, drafts, bills of exchange, and bankers' acceptances of short maturities arising out of commercial, industrial, and agricultural transactions, and short-term paper secured by obligations of the United States. The Reserve banks may make advances to their member banks upon their promissory notes for periods not exceeding 90 days upon the security of paper eligible for discount or purchase and for periods not exceeding 15 days upon the security of obligations of the United States and certain other securities. They also may make advances upon security satisfactory to the Federal Reserve bank to member banks for periods not exceeding four months at a rate of interest at least one-half of one percent higher than that applicable to discounts and advances of the kinds mentioned above.

In certain exceptional circumstances and under certain prescribed conditions, they may make advances to groups of member banks.

Extensions of Credit to Others.—Under the authority of an amendment to the Federal Reserve Act approved June 19, 1934, the Reserve banks may grant credit accommodations to furnish working capital for established industrial or commercial businesses for periods not exceeding 5 years, either through the medium of financing institutions or, in exceptional circumstances, directly to such businesses, and to make commitments with respect to the granting of such accommodations. In unusual and exigent circumstances when authority has been granted by at least five members of the Board of Governors of the Federal Reserve System, the Reserve banks may discount for individuals, partnerships, or corporations, under certain prescribed conditions, notes, drafts, and bills of exchange of the kinds and maturities made eligible for discount for member banks, and, subject to regulations of the Board, may make advances to them upon their promissory notes secured by direct obligations of the United States for periods not exceeding 90 days.

Open-Market Operations.—The Reserve banks are authorized to purchase and sell in the open market bankers' acceptances and bills of exchange of the kinds and maturities eligible for discount, obligations of the United States and certain other securities.

Currency Issues.—They may issue Federal Reserve notes and Federal Reserve bank notes.

Member Bank Reserves.—They receive and hold on deposit the reserve balances of member banks.

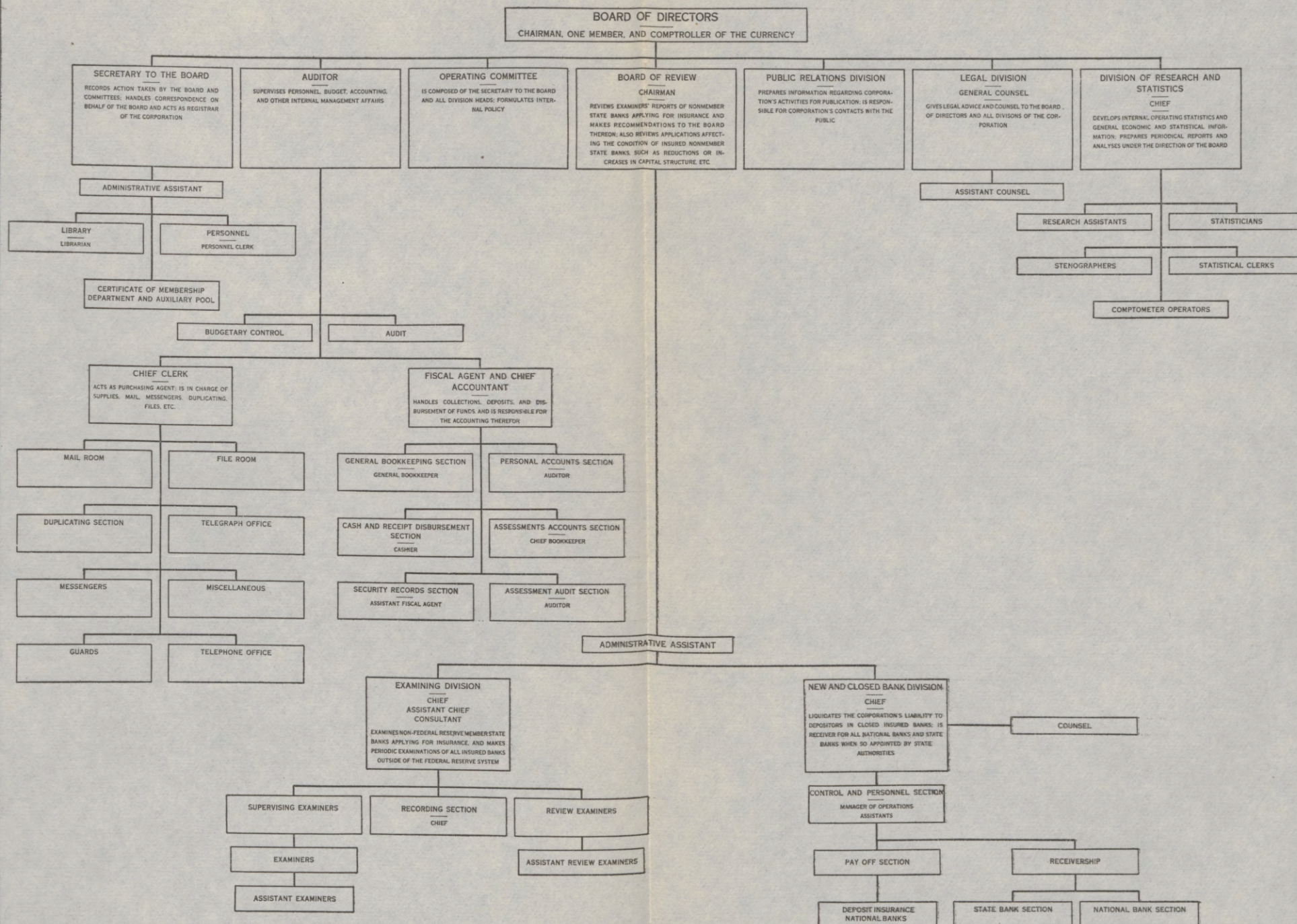
Clearance and Collection.—The Reserve banks are empowered to act as clearing houses and as collecting agents for their member banks and under certain conditions for nonmember banks, in the collection of checks and other instruments.

Other Powers.—They also are authorized to act as depositories and fiscal agents of the United States and to exercise other banking functions specified in the Federal Reserve Act.

Approved.

MARRINER S. ECCLES,
Chairman.

FEDERAL DEPOSIT INSURANCE CORPORATION



FEDERAL DEPOSIT INSURANCE CORPORATION

BOARD OF DIRECTORS

LEO T. CROWLEY, *Chairman*; PHILLIPS L. GOLDSBOROUGH, and J. F. T. O'CONNOR, *Comptroller of the Currency*

ASSISTANTS AND OFFICERS

W. R. MILFORD, *Assistant to the Chairman*; M. R. DIGGS, *Assistant to Director O'Connor*; L. E. BIRDZELL, *General Counsel*.

Information, Room 403, National Press Building, Fourteenth and F Streets NW., Washington, D. C.

Telephone, District 1240, Branch 103

Creation and Authority.—The Federal Deposit Insurance Corporation was organized under authority of the Banking Act of 1933, (Pub. No. 66, 73d Cong.), approved by the President on June 16, 1933. This act was amended by Public, No. 362, Seventy-third Congress, approved June 16, 1934,* by Public Resolution No. 38, Seventy-fourth Congress, approved June 28, 1934, and by the Banking Act of 1935 (Pub. No. 305, 74th Cong.), approved August 23, 1935.*

Purpose.—The chief function of the Corporation is to insure the deposits of all banks which are entitled to the benefits of insurance under the law. Incidental to this function, the Corporation may act as receiver for closed banks and may operate for a limited time new national banks which may be chartered to make available to depositors in closed banks the insured amount of their deposits. In the discretion of the board of directors these new national banks may be capitalized by the sale of stock to interested persons, preferably the stockholders in the closed banks, and when so capitalized they may be authorized to continue in business. otherwise they will cease to exist after 2 years.

Organization.—Management of the Corporation is vested in a board of directors of three members. The President appoints two members for terms of 6 years, by and with the advice and consent of the Senate. The third member is the Comptroller of the Currency. One of the appointive members is made chairman of the board of directors, and the law requires that not more than two members of the board shall be members of the same political party.

The principal office of the Corporation is in Washington, D. C., and *district* offices are maintained in Boston, New York, Columbus, Richmond, Atlanta, St. Louis, Chicago, Madison, St. Paul, Kansas City, Dallas, and San Francisco.

***Capital.**—The capital of the Corporation, subscribed according to the requirements of law, is as follows: The Treasury of the United States has subscribed \$150,000,000. Each Federal Reserve bank has subscribed to stock in an amount equal to one-half of the surplus of such bank on January 1, 1933. The amount of the Federal Reserve

Bank subscriptions is \$139,299,556.99. All subscriptions have been called and paid in full. The entire capital stock of the Corporation is without nominal or par value and the consideration received therefor may be allocated to capital and to surplus in such amounts as the board of directors shall prescribe. The stock has no vote and is not entitled to the payment of dividends.

Outstanding Obligations.—The Corporation is authorized and empowered to issue debentures or other obligations in an amount aggregating not more than three times the amount received in payment of its capital stock and in payment of the assessments upon insured banks for the year 1936. A par market is created for such obligations to the extent of \$500,000,000 through a requirement that the Reconstruction Finance Corporation and the Treasury purchase such obligations to that extent, the proceeds to be used in carrying out the functions of the Federal Deposit Insurance Corporation with respect to insurance of deposits. No obligations have been issued under these provisions of the law.

ACTIVITIES

Permanent Plan for Insurance of Deposits.—Section 12 B of the Federal Reserve Act, as amended, provides for the insurance of the deposits of each depositor in an insured bank to the extent of \$5,000. The creation of an insurance reserve is provided for through annual assessment, at the rate of one-twelfth of one percent, upon the average deposits, less authorized deductions, of each insured bank. This assessment is payable in semi-annual installments. Assessments heretofore paid into the Temporary Federal Deposit Insurance Fund by insured banks are credited in full to those banks against assessments to be levied under the permanent insurance plan. Provision is made for creating a separate "Fund For Mutuals" into which will be paid all assessments paid by Mutual Savings banks. This Fund, if created, will be liable only for losses and expenses attributable to insurance of deposits in Mutual Savings banks. The creation of this Fund is discretionary with the Board of Directors of the Corporation.

Eligibility of Banks.—All banks which are members of the Federal Reserve System are, under the law, insured under the permanent insurance plan. Any bank located in the States of the United States and the District of Columbia which is not a member of the Federal Reserve System, may become insured upon an application to and examination by the Corporation and approval by the board of directors. The benefits of insurance are also extended to banks in Hawaii, Alaska, Puerto Rico and the Virgin Islands.

To be eligible for insurance a bank's capital must be unimpaired and in addition, the following factors are to be considered: The financial history and condition of the bank, the adequacy of its capital structure, its future earnings prospects, the general character of its management, the convenience and needs of the community to be served by the bank, and whether or not its corporate powers are

consistent with the purposes of the permanent Federal deposit insurance law. Any bank which is not a member of the Federal Reserve System may terminate its insurance upon notice at any time but the existing deposits continue to be insured for two years thereafter.

Any State commercial bank, having deposits of \$1,000,000 or more for the calendar year 1941, or any succeeding calendar year, to be an insured bank or continue to have any part of its deposits insured after the next July 1st, must become a member of the Federal Reserve System.

Powers of the Corporation in Relation to Insured Banks.—The Corporation is given the following powers with respect to insured banks:

(a) To examine State nonmember insured banks periodically and to examine member banks with the written consent of the Comptroller of the Currency in the case of national banks and the Board of Governors of the Federal Reserve System in the case of other member banks.

(b) To terminate the insured status of a bank for cause and after hearing, the insurance of existing deposits continuing for two years thereafter.

(c) To approve or disapprove any consolidation or merger with a noninsured bank or the transfer of assets to a noninsured bank in consideration of the assumption of the liability for deposits made in an insured bank.

(d) To give or withhold approval of a proposal to reduce the capital of an insured nonmember bank.

(e) To approve or disapprove a proposal by a nonmember bank to establish and operate a new branch or remove a branch from one location to another.

(f) To regulate advertising which banks are required to use to enable the public to know that they are insured.

(g) To require insurance protection against burglary, defalcation and other similar insurable losses.

(h) To publish notice of the termination of the insured status of a bank and to regulate the manner in which the bank shall give the required notice to depositors.

(i) To prohibit the payment of interest on demand deposits of nonmember banks.

(j) To limit the rates of interest or dividends on time and savings deposits of nonmember banks and to prescribe different rates for deposits received under different specified conditions.

(k) To prohibit the payment of time deposits of nonmember banks before maturity or the waiver of any requirement of notice before payment of any savings deposit, except as to all savings deposits having the same requirement.

The Board of Governors of the Federal Reserve System is granted similar powers with respect to banks which are members of the Federal Reserve System.

Rehabilitation.—The Corporation may, until July 1, 1936, make loans secured by, or purchase assets of, an open or closed insured bank, or guarantee an insured bank against loss by reason of its assuming liabilities of another open or closed insured bank, whenever, in the judgment of the board of directors, such action will reduce the risk or avert threatened loss to the Corporation and facilitate a merger or a consolidation of an insured bank with another insured bank.

Operation of Deposit Insurance.—The insurance extends to deposits of every kind, including regular commercial deposits, time deposits, savings deposits, and trust funds awaiting investment. No distinction is made between public and private deposits and the insurance applies even though security, such as depository bonds or collateral, may have been furnished by the bank for the repayment of such deposits.

Upon the closing of a bank, the Corporation immediately assumes the insured deposit liability of the closed bank, and makes available the funds needed to discharge such liability. For this purpose the Corporation may, if it finds that it is advisable, organize a new national bank. The claim of each insured depositor is paid upon assignment to the corporation by him of all rights to dividends and recoveries on account, and to the extent, of his insured deposit. The depositors in the 22 banks that have closed since the insurance became effective have been paid, in each case, within a few days after the bank was finally placed in receivership.

Number of Banks Insured.—Of the 15,801 licensed banks in the United States on June 30, 1935, deposits in 14,279 banks, including 68 mutual savings banks, were insured by the Federal Deposit Insurance Corporation. As of that date, 6,427 banks members of the Federal Reserve System had been automatically admitted to membership, and 7,784 nonmember banks, other than mutual savings banks, had made application and had been accepted for membership.*

Building and Loan Associations.—The Corporation does not insure the obligations of building and loan associations to their customers, since such associations are not banks and their liabilities are stock- or share-holder liabilities rather than deposit liabilities*, however, there is a Federal agency known as the Federal Savings and Loan Insurance Corporation which does insure the obligations of eligible building and loan associations. (See page 427.)*

Funds of the Corporation.—The funds of the Corporation, when not otherwise employed, are required to be invested in securities of the Government of the United States, except that for temporary periods they may be deposited in a Federal Reserve Bank or with the Treasurer of the United States.

Approved.

LEO T. CROWLEY,
Chairman.
L. E. BIRDZELL,
General Counsel.

(10-24-35)

FEDERAL DEPOSIT INSURANCE CORPORATION DISTRICTS

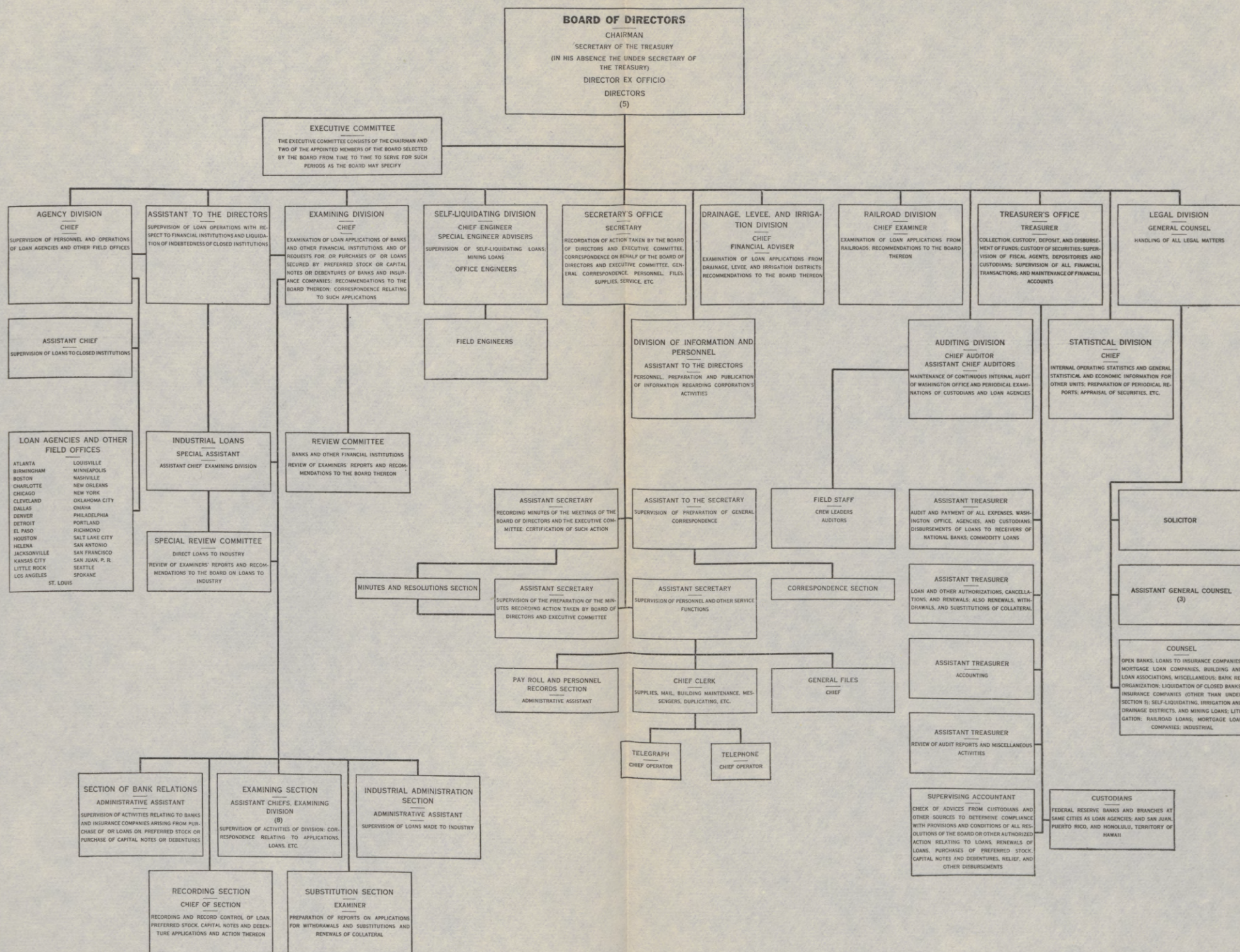
| District | State | Supervising examiner | Headquarters and address |
|----------|---|----------------------|--|
| 1 | Maine. New Hampshire. Vermont. Massachusetts. Rhode Island. Connecticut. | H. M. Stillman. | Room 865, No. 10 Postoffice Square, Boston, Mass. |
| 2 | New York. New Jersey. Delaware. | D. V. Penn. | 518 Federal Reserve Bank Building, New York, N. Y. |
| 3 | Ohio. Pennsylvania. | L. F. Stroefel. | 529 Huntington Bank Building, Columbus, Ohio. |
| 4 | Maryland. West Virginia. Virginia. District of Columbia. North Carolina. South Carolina. | *Walter J. Owens* | 807 Central National Bank Building, Richmond, Va. |
| 5 | Georgia. Florida. Alabama. Mississippi. Louisiana. | W. Clyde Roberts. | 625 First National Bank Building, Atlanta, Ga. |
| 6 | Kentucky. Tennessee. Arkansas. Missouri. | Vance L. Sailor. | American Trust Building, St. Louis, Mo. |
| 7 | Wisconsin. Michigan. Indiana. | R. L. Hopkins. | 502 State Street, Madison, Wis. |
| 8 | Illinois. Iowa. | Wesley C. McDowell. | 625 Federal Reserve Bank Building, Chicago, Ill. |
| 9 | Minnesota. North Dakota. South Dakota. Montana. | J. L. Johnson. | *1030* Minnesota Building, St. Paul, Minn. |
| 10 | Kansas. Nebraska. Oklahoma. Colorado. Wyoming. | G. F. Roetzel. | 902 Federal Reserve Bank Building, Kansas City, Mo. |
| 11 | Texas. New Mexico. Arizona. | L. J. Davis | Federal Reserve Bank Building, Dallas, Tex. |
| 12 | California. Oregon. Washington. Idaho. Utah. Nevada. | W. P. Funsten. | 516 Federal Reserve Bank Building, San Francisco, Calif. |

Approved.

LEO T. CROWLEY,
Chairman.
L. E. BIRDZELL,
General Counsel.

(10-24-35)

RECONSTRUCTION FINANCE CORPORATION



RECONSTRUCTION FINANCE CORPORATION

DIRECTORS

JESSE H. JONES, *Chairman*; HENRY MORGENTHAU, JR. (*Secretary of the Treasury*), or, in his absence, T. JEFFERSON COOLIDGE (*Under Secretary of the Treasury*), *Director Ex Officio*; CHARLES B. HENDERSON, CARROLL B. MERRIAM, FREDERIC H. TABER, HUBERT D. STEPHENS, and CHARLES T. FISHER, *Directors*

OFFICERS

JAMES B. ALLEY, *General Counsel*; GEORGE R. COOKSEY, *Secretary*; and HENRY A. MULLIGAN, *Treasurer*

Information, Room 308, 1825 H Street NW., Washington, D. C.

Telephone, District 4911, Branch 161

Creation and Authority.—The Reconstruction Finance Corporation was established by authority of Public Act No. 2, Seventy-second Congress, approved January 22, 1932. Subsequently, its powers were increased and the scope of its operations extended by the following legislation: Public Acts No. 302, Seventy-second Congress, approved July 21, 1932, as amended; no. 304, Seventy-second Congress, approved July 22, 1932; no. 327, Seventy-second Congress, approved February 4, 1933; no. 1, Seventy-third Congress, approved March 9, 1933, as amended; no. 10, Seventy-third Congress, approved May 12, 1933, as amended; no. 15, Seventy-third Congress, approved May 12, 1933; no. 22, Seventy-third Congress, approved May 27, 1933; no. 35, Seventy-third Congress, approved June 10, 1933, as amended; no. 43, Seventy-third Congress, approved June 13, 1933; no. 67, Seventy-third Congress, approved June 16, 1933, as amended; no. 75, Seventy-third Congress, approved June 16, 1933, *as amended*; no. 84, Seventy-third Congress, approved January 20, 1934; no. 160, Seventy-third Congress, approved April 13, 1934, *as amended*; no. 362, Seventy-third Congress, approved June 16, 1934; no. 412, Seventy-third Congress, approved June 19, 1934; no. 417, Seventy-third Congress, approved June 19, 1934, *as amended*; no. 443, Seventy-third Congress, approved June 21, 1934; no. 479, Seventy-third Congress, approved June 27, 1934; no. 1, Seventy-fourth Congress, approved January 31, 1935; *no. 325, Seventy-fourth Congress, approved August 24, 1935; and Public Resolution no. 11, Seventy-fourth Congress, approved April 8, 1935.* The texts of the laws are contained in a pamphlet entitled "Reconstruction Finance Cor-

poration Act, as amended, and other Laws and Documents pertaining to Reconstruction Finance Corporation", which is available from the Corporation.

The Corporation was organized February 2, 1932, and will have succession for 10 years from January 22, 1932, unless dissolved earlier by Congress.

Purpose.—The functions of the Corporation are: To provide emergency financing facilities for financial institutions; to aid in financing agriculture, commerce, and industry; to purchase preferred stock, capital notes or debentures of banks, trust companies and insurance companies; and to make loans and the allocation of its funds as prescribed by law.

Organization.—Under the Reconstruction Finance Corporation Act, as amended, the management of the Corporation is vested in a board of directors consisting of the Secretary of the Treasury (or, in his absence, the Under Secretary of the Treasury), who is a member ex officio, and six other directors appointed by the President of the United States, by and with the advice and consent of the Senate. The Corporation has an executive committee consisting of the chairman and two other members of its board of directors.

The principal divisions of the Corporation are: Secretary's office, legal division, treasurer's office, examining division, agency division, railroad division, self-liquidating division, irrigation division, statistical and economic division, and the auditing division.

The Corporation functions through a principal office at Washington and loan agencies established in cities throughout the United States, as follows:

| | | |
|------------------|----------------------|-----------------------|
| Atlanta, Ga. | Houston, Tex. | Omaha, Nebr. |
| Birmingham, Ala. | Jacksonville, Fla. | Philadelphia, Pa. |
| Boston, Mass. | Kansas City, Mo. | Portland, Oreg. |
| Charlotte, N. C. | Little Rock, Ark. | Richmond, Va. |
| Chicago, Ill. | Los Angeles, Calif. | St. Louis, Mo. |
| Cleveland, Ohio. | Louisville, Ky. | Salt Lake City, Utah. |
| Dallas, Tex. | Minneapolis, Minn. | San Antonio, Tex. |
| Denver, Colo. | Nashville, Tenn. | San Francisco, Calif. |
| Detroit, Mich. | New Orleans, La. | Seattle, Wash. |
| El Paso, Tex. | New York, N. Y. | Spokane, Wash. |
| Helena, Mont. | Oklahoma City, Okla. | |

In addition to the foregoing the Corporation has a special representative *and a custodian* at San Juan, P. R. Federal Reserve banks are authorized to act as depositaries, custodians, and fiscal agents for the Corporation. Funds of the Corporation are kept on deposit with the Treasurer of the United States.

Capital Stock.—The capital stock of the Corporation is \$500,000,000, fully subscribed and paid in by the Secretary of the Treasury, and held for the benefit of the United States.

Outstanding Obligations.—The amount of notes, debentures, bonds, or other such obligations which the Corporation may issue and have outstanding at any one time is (1) \$3,750,000,000, plus (2) amounts equivalent to the following:

(a) An amount not to exceed \$125,000,000 to enable the Secretary of the Treasury to make payments for subscriptions for capital stock of the Federal Home Loan Banks.

(b) Such amounts as may be necessary—

(1) To enable the Corporation to subscribe for preferred stock of national or State banks or trust companies, to make loans secured by such stock as collateral, and to purchase capital notes or debentures of State banks or trust companies;

(2) To enable the Corporation to make loans to the Secretary of Agriculture on the security of cotton;

(3) To provide funds to the Federal Housing Administrator to enable him to carry out the provisions of titles I, II, and III of the National Housing Act.

(c) An amount not to exceed \$75,000,000 to enable the Corporation to subscribe for preferred stock, to purchase capital notes of insurance companies, and to make loans secured by such stock or notes as collateral.

(d) The sum of \$500,000,000 to enable the Federal Emergency Relief Administrator to make grants to States and Territories (including Alaska, Hawaii, the Virgin Islands, and Puerto Rico) and the District of Columbia to aid in meeting the costs of furnishing relief and work relief and in relieving the hardship and suffering caused by unemployment.

(e) The sum of \$300,000,000 to provide funds for allocation to the Land Bank Commissioner for the purpose of making loans to joint-stock land banks and to farmers.

(f) An amount not to exceed \$200,000,000 to provide funds for allocation to the Secretary of the Treasury for the purpose of making payments for subscriptions for the capital stock of the Home Owners' Loan Corporation.

(g) An amount not to exceed \$250,000,000 at any one time for the purchase at par value of the debentures and other obligations of the Federal Deposit Insurance Corporation.

(h) An amount not to exceed \$250,000,000 at any one time for the purchase of marketable securities acquired or to be acquired by the Federal Emergency Administration of Public Works.

*(i) A face amount not to exceed \$100,000,000 at any one time outstanding, to enable the Corporation to subscribe for or make loans upon nonassessable stock of any class of any national mortgage association organized under Title III of the National Housing Act and of any mortgage loan company, trust company, savings and loan association, or other similar institution, and to purchase capital notes or debentures of such financial institutions.

Section 13 of the Act approved January 31, 1935, provides that, notwithstanding any other provision of law, the Corporation is authorized and empowered to use as general funds all receipts arising from the sale or retirement of any of the stock, notes, bonds, or other securities acquired by it pursuant to any provision of law.*

ACTIVITIES

Loans or Advances Made by Corporation

The Corporation may make loans or advances to the institutions, associations, and persons, or for the purposes listed below:

Financial Institutions and Railroads.—The Corporation is authorized to make loans on full and adequate security and upon the terms and conditions stated in the law, to any bank, savings bank, trust company, building and loan association, insurance company, mortgage loan company, credit union, Federal land bank, joint-stock land bank, Federal intermediate credit bank, agricultural credit corporation, livestock credit corporation, organized under the laws of any State, the District of Columbia, Alaska, Hawaii, Puerto Rico, or the United States, including loans secured by the assets of any bank, savings bank, or building and loan association that is closed, or in process of liquidation, to aid in the reorganization or liquidation thereof, upon application of the receiver or liquidating agent of such institution.

***Funds Provided for Railroads.**—The Corporation, with the approval of the Interstate Commerce Commission, including approval of the price to be paid, may, to aid in the financing, reorganization, consolidation, maintenance, or construction thereof, purchase for itself, or for account of a railroad obligated thereon, the obligations of railroads engaged in interstate commerce, including equipment trust certificates, or guarantee the payment of the principal of, and/or interest on, such obligations, including equipment trust certificates, or, when, in the opinion of the Corporation, funds are not available on reasonable terms from private channels, make loans, upon full and adequate security, to such railroads or to receivers or trustees thereof for the aforesaid purposes. In the case of loans to or the purchase or guarantee of obligations, including equipment trust certificates, of railroads not in receivership or trusteeship, the Interstate Commerce Commission shall, in connection with its approval thereof, also certify that such railroad, on the basis of present or prospective earnings, may reasonably be expected to meet its fixed charges, without a reduction thereof through judicial reorganization, except that such certificate shall not be required in case of such loans made for the maintenance of, or purchase of equipment for, such railroads.

Loans and Commitments to Railroads Limited.—The total amount of loans and commitments to railroads, receivers, and trustees, and purchases and guarantees of obligations of railroads under the provisions of Section 5 of the Reconstruction Finance Corporation Act as amended by Section 4 of the act approved January 31, 1935, may not exceed \$350,000,000 at any one time, in addition to loans and commitments made prior to date of enactment of the act of January 31, 1935, and renewals of loans and commitments so made.

Extensions or Renewals Involving Railroad Financing.—The Reconstruction Finance Corporation Act, as amended, provides that in respect of loans or renewals or extensions of loans or purchases of obligations under section 5 of the Reconstruction Finance Corpora-

tion Act, as amended, to or of railroads, the Corporation may require as a condition of making any such loan or renewal or extension for a period longer than 5 years, or purchasing any such obligation maturing later than 5 years from the date of purchase by the Corporation, that such arrangements be made for the reduction or amortization of the indebtedness of the railroad, either in whole or in part, as may be approved by the Corporation after the prior approval of the Interstate Commerce Commission.*

The act approved June 10, 1933, provides that the Corporation shall not make, renew, or extend any loan under the Reconstruction Finance Corporation Act, as amended, or under the Emergency Relief and Construction Act of 1932: (1) If at the time of making, renewing, or extending such loan any officer, director, or employee of the applicant is receiving compensation at a rate in excess of what appears reasonable to the Corporation, and (2) unless at such time the applicant agrees to the satisfaction of the Corporation not to increase the compensation of any of its officers, directors, or employees to any amount in excess of what appears reasonable to the Corporation while such loan is outstanding and unpaid.

The law further provides that in no case shall the aggregate amount of advances made to any one corporation and its subsidiary or affiliated organizations exceed at any one time $2\frac{5}{8}$ percent of (1) the authorized capital stock of the Reconstruction Finance Corporation, plus (2) the aggregate amount of bonds authorized to be outstanding when the capital stock is fully subscribed. Such limitation, however, does not apply to advances to receivers or other liquidating agents of closed banks when made for the purpose of liquidation or reorganization.

No loans or advances may be made to financial institutions, etc., under section 5 of the Reconstruction Finance Corporation Act upon foreign securities or foreign acceptances as collateral or for the purpose of assisting in the carrying or liquidation of such foreign securities and foreign acceptances.

Purchase of Preferred Stock, Capital Notes or Debentures of Banks and Trust Companies.—The Reconstruction Finance Corporation may subscribe for preferred stock, exempt from double liability, in any national or State bank or trust company, and make loans secured by such preferred stock. In any case in which a State bank or trust company is not permitted by law to issue preferred stock exempt from double liability, or if the law permits such issue of preferred stock only by unanimous consent of stockholders, the Corporation may purchase the legally issued capital notes or debentures of such State bank or trust company. All purchases of preferred stock, capital notes or debentures, and loans upon preferred stock are made upon the request of the Secretary of the Treasury with the approval of the President.

Detailed information regarding this subject is contained in Reconstruction Finance Corporation Circulars No. 6 and No. 18.*

Purchase of Preferred Stock or Capital Notes of Insurance Companies.—The Corporation may subscribe for preferred stock of any class, exempt from assessment or additional liability, in any insur-

ance company of any State of the United States which is in need of funds for capital purposes either in connection with the organization of such company or otherwise, or to make loans secured by such stock as collateral. In the event that any such insurance company shall be incorporated under the laws of any State which does not permit it to issue preferred stock exempt from assessment or additional liability, or if such laws permit such issue of preferred stock only by unanimous consent of stockholders, or upon notice of more than 20 days, or if the insurance company is a mutual organization without capital stock, the Corporation may purchase the legally issued capital notes of such insurance company, or, if the company is a mutual organization without capital stock, such other form or forms of indebtedness permitted by the laws of the State under which such company is organized, or to make loans secured by such notes or such other form or forms of indebtedness as collateral, which may be subordinated in whole or in part or to any degree to claims of other creditors. All purchases of preferred stock, capital notes, etc., and loans secured by such stock or notes, etc., are made upon the request of the Secretary of the Treasury with the approval of the President.

The Corporation may not subscribe for such preferred stock or purchase such capital notes or make loans upon such stock or notes of any applicant insurance company: (1) If at the time of such subscription, purchase, or loan, any officer, director, or employee of the applicant is receiving total compensation, including any salary, fee, bonus, commission, or other payment, direct or indirect, in money or otherwise, for personal services, in a sum in excess of \$17,500 per annum from the applicant or any of its affiliates; and (2) unless at such time the applicant agrees to the satisfaction of the Corporation not to increase the compensation of any of its officers, directors, or employees, except with the consent of the Corporation and in no event to an amount exceeding \$17,500 per annum, so long as preferred stock or capital notes, etc., are held by the Corporation.

The total amount of loans outstanding, preferred stock subscribed for, and capital notes or such other form or forms of indebtedness purchased and held by the Corporation pursuant to law may not exceed, at any one time, \$75,000,000.*

More detailed information regarding this subject is contained in Reconstruction Finance Corporation Circular No. 8.

***Purchase of or Loans upon Nonassessable Stock, Capital Notes or Debentures of National Mortgage Associations, Mortgage Loan Companies, Trust Companies, Savings and Loan Associations, and other Similar Financial Institutions.**—The Corporation may subscribe for or make loans upon nonassessable stock of any class of any national mortgage association organized under Title III of the National Housing Act and of any mortgage loan company, trust company, savings and loan association, or similar financial institution now or hereafter incorporated under the laws of the United States, or of any State, or of the District of Columbia, the principal business of which institution is that of making loans upon mortgages, deeds of trust, or other instruments conveying, or con-

stituting a lien upon real estate or any interest therein. In any case in which, under the laws of its incorporation such financial institution is not permitted to issue nonassessable stock, the Corporation may purchase the legally issued capital notes or debentures thereof.

The total face amount of loans outstanding, nonassessable stock subscribed for, and capital notes and debentures purchased and held by the Corporation pursuant to law may not exceed \$100,000,000 at any one time.

Loans to Industrial or Commercial Business Direct or in Conjunction with Banks and other Lending Institutions.—For the purpose of maintaining and increasing the employment of labor, when credit at prevailing bank rates for the character of loans applied for is not otherwise available at banks, the Corporation may make loans to any industrial or commercial business, which shall include the fishing industry, and to any institution, now or hereafter established, financing principally the sale of electrical, plumbing or air-conditioning appliances or equipment or other household appliances, both urban and rural. Such loans shall, in the opinion of the board of directors of the Corporation, be so secured as reasonably to assure repayment of the loans, may be made directly, or in cooperation with banks or other lending institutions, or by the purchase of participations, shall mature not later than January 31, 1945, shall be made only when deemed to offer reasonable assurance of continued or increased employment of labor, shall be made only when, in the opinion of the board of directors of the Corporation, the borrower is solvent, shall not exceed \$300,000,000 in aggregate amount at any one time outstanding, and shall be subject to such terms, conditions, and restrictions as the board of directors of the Corporation may determine.

Detailed information in this connection is contained in Reconstruction Finance Corporation Circulars No. 13 (revised October 1934) and No. 15.

Loans to Drainage and Irrigation Districts, etc.—The Corporation may make loans, not to exceed \$125,000,000 in the aggregate, to or for the benefit of drainage districts, levee districts, levee and drainage districts, irrigation districts, and similar districts, mutual nonprofit companies, and incorporated water users' associations, etc., for the following purposes: (1) To enable an applicant to reduce and refinance its outstanding indebtedness incurred in connection with its project; (2) to enable an applicant (irrespective of whether or not it has any outstanding indebtedness) to purchase or otherwise acquire in connection with its project, storage reservoirs, or dams, or sites therefor, or additional water rights or canals, ditches, or rights-of-way for the conduct of water or other works or appurtenances necessary for the delivery of water; (3) to enable an applicant, to whom a loan has been authorized for any of the purposes mentioned above, to make such repairs and necessary extensions or improvements to its project, as are necessary or desirable for the proper functioning of its project or for the further assurance of its ability to repay such loan.

Loans for purposes outlined in (2) and (3) shall only be made if the purchase, acquisition, repairs, etc., are not intended or designed to bring new lands into production.

Detailed information regarding such loans is contained in Reconstruction Finance Corporation Circular No. 7.

Loans Upon or Purchase of the Assets of Closed Banks.—The Corporation may make loans upon or purchase the assets, or any portion thereof, of any bank, savings bank, or trust company, which has been closed on or after December 31, 1929, and prior to January 1, 1934, and the affairs of which have not been fully liquidated or wound up, upon such terms and conditions as the Corporation may by regulations prescribe. The Corporation may also make loans upon or purchase the assets, or any portion thereof, of closed banks which have been trustee or are otherwise held for the benefit of depositors or depositors and others.

Mining Loans.—The Corporation is authorized and empowered to make loans upon sufficient security to recognized and established corporations, individuals, and partnerships engaged in the business of mining, milling, or smelting ores. The Corporation is authorized and empowered also to make loans to corporations, individuals, and partnerships engaged in the development of a quartz ledge, or vein, or other ore body, or placer deposit, containing gold, silver, or tin, or gold and silver, when, in the opinion of the Corporation, there is sufficient reason to believe that, through the use of such loan in the development of a lode, ledge, or vein, or mineral deposit, or placer gravel deposit, there will be developed a sufficient quantity of ore, or placer deposits of a sufficient value to pay a profit upon mining operations. Not to exceed \$20,000 shall be loaned to any corporation, individual, or partnership, for such development purposes. A sum not to exceed \$10,000,000 may be allocated or made available for such development loans.

Reconstruction Finance Corporation Circular No. 14 gives detailed information regarding such loans.

Loans to Managing Agencies of Farmers' Cooperative Mineral Rights Pools.—The Corporation may make loans upon full and adequate security, based on mineral acreage, to recognized and established incorporated managing agencies of farmers' cooperative mineral rights pools for the purpose of defraying the cost of organizing such pools. Detailed information regarding such loans is contained in Reconstruction Finance Corporation Circular No. 16.

***Loans to Public School Authorities.**—The Corporation makes loans to authorities of tax-supported public schools in the States, Territories, and District of Columbia to enable them to reduce and refinance outstanding indebtedness incurred prior to August 24, 1935, for the purposes of financing the construction, operation, and maintenance of public-school facilities. Detailed information regarding these loans is to be found in Reconstruction Finance Corporation Circular No. 20.*

Loans to the Fishing Industry.—The Corporation is authorized to make loans to any person, association, or corporation organized under the laws of any State, the District of Columbia, Alaska, Hawaii, or Puerto Rico, for the purpose of financing the production, storage, handling, packing, processing, carrying, or orderly marketing of fish of American fisheries or products thereof. Detailed information is contained in Reconstruction Finance Corporation Circular No. 17.

Loans for the Repair of Damages Caused by Catastrophes.—The Corporation is authorized to make loans, upon terms and conditions

specified by law and not to exceed \$5,000,000 in the aggregate, to nonprofit corporations, with or without capital stock, organized for the purpose of financing the acquisition of home or building sites in replacement of sites formerly occupied by buildings where such sites are declared by public authority to be unsafe by reason of flood, danger of flood, or earthquake, and for the purpose of financing the repair or construction of buildings or structures, or water, irrigation, gas, electric, sewer, drainage, flood-control, communication or transportation systems, damaged or destroyed by earthquake, conflagration, tornado, cyclone, or flood in the *years 1933-1936,* and deemed by the Corporation to be economically useful or necessary. *Information regarding this subject is contained in Reconstruction Finance Corporation Circular No. 19.*

Loans for the Carrying and Orderly Marketing of Agricultural Commodities and Livestock.—The Corporation may make loans to bona fide institutions, organized under the laws of any State or of the United States and having resources adequate for their undertakings, for the purpose of enabling them to finance the carrying and orderly marketing of agricultural commodities and livestock produced in the United States. Detailed information regarding such loans is contained in Reconstruction Finance Corporation Circular No. 10.

Self-liquidating Loans.—The power of the Corporation to make self-liquidating loans or contracts, etc., under section 201 (a) of the Emergency Relief and Construction Act of 1932, as amended, was terminated at the close of June 26, 1933, and the functions of the Corporation in this field were superseded by the functions of the Federal Emergency Administration of Public Works. However, in connection with any loan or contract or any commitment to make a loan entered into by the Corporation prior to June 26, 1933, to aid in financing part or all of the construction cost of projects, the Corporation may make such further loans and contracts for the completion of any such project, or for improvements, additions, extensions, or equipment which are necessary or desirable for the proper functioning of any such project, or which will materially increase the assurance that the borrower will be able to repay the entire investment of the Corporation in such project, including such improvements, additions, extensions, or equipment.

Loans for the Exportation of Agricultural or Other Products.—The Corporation is authorized to accept drafts and bills of exchange drawn upon it, which grow out of transactions involving the exportation of agricultural or other products actually sold or transported for sale subsequent to the enactment of the Reconstruction Finance Corporation Act, and in process of shipment to buyers in foreign countries.

The Corporation may make loans for the purpose of financing sales of surpluses of agricultural products in the markets of foreign countries in which such sales cannot be financed in the normal course of commerce, in order that such surpluses may not have a depressing effect upon current prices of such products.

Loans to State Insurance Funds to Pay Injured Workmen.—The Corporation may make loans to any State insurance fund established or created by the laws of any State (including Alaska, Hawaii,

and Puerto Rico), for the purpose of paying or insuring payment of compensation to injured workmen and those disabled as a result of disease contracted in the course of their employment, or to their dependents.

Loans to State Funds to Insure Deposits of Public Moneys.—The Corporation may make loans to any fund created by any State (including Alaska, Hawaii, and Puerto Rico), for the purpose of insuring the repayment of deposits of public moneys of such State, or any of its political subdivisions, in banks or depositories qualified under the law of such State to receive such deposits.

Loans to Processors, Producers, Associations of Producers.—The Corporation may make loans to parties to any marketing agreement entered into by the Secretary of Agriculture with processors, producers, associations of producers, and others engaged in the handling of any agricultural commodity or product thereof, *only with respect to such handling as is in the current of interstate or foreign commerce, or which directly burdens, obstructs, or affects interstate or foreign commerce in such commodity or product thereof,* for the purpose of carrying out any such agreement.

Loans for Payment of Processing and Compensating Taxes.—Processors or distributors of agricultural commodities may borrow from the Corporation for the purpose of paying processing and compensating taxes and taxes on floor stock levied pursuant to the provisions of title I of the Agricultural Adjustment Act, as amended. Detailed information regarding such loans is contained in Reconstruction Finance Corporation Circular No. 9.

Loans and Advances to the Secretary of Agriculture.—The Corporation is authorized and directed to advance money and to make loans to the Secretary of Agriculture to acquire (a) all cotton owned by the Federal Farm Board¹ and all departments or other agencies of the Government, not including the Federal intermediate credit banks, and (b) all cotton on which money has been loaned or advanced by any department or agency of the United States, including futures contracts for cotton, or which is held as collateral for loans or advances.

Loans to Receivers for Taxes on Farm Real Estate.—The Corporation may, with the approval of the Land Bank Commissioner, make loans to any receiver appointed pursuant to section 29 of the Federal Farm Loan Act, as amended, or to any receiver appointed by a district court of the United States for the purpose of paying taxes on farm real estate owned by the bank or securing the mortgages held by it.

Loans to the Corporation of Foreign Security Holders.—The Corporation of Foreign Bondholders Act, 1933, which is not to take effect until the President finds that such action is in the public interest and by proclamation so declares, creates a body corporate with the name "Corporation of Foreign Security Holders" for the purpose of protecting, conserving, and advancing the interests of the holders of foreign securities in default. Under section 209 of the act, the Reconstruction Finance Corporation is authorized to loan out of its funds not to exceed \$75,000 for the use of the Corporation of Foreign Security Holders.

¹ Name changed to Farm Credit Administration by Executive Order No. 6084, March 27, 1933.

Advances to the Reclamation Fund.—The Corporation may, upon request of the Secretary of the Interior, advance funds to the reclamation fund not exceeding \$5,000,000, for the completion of projects or divisions of projects now under construction, or projects approved and authorized. Funds so advanced shall be repaid out of any receipts and accretions accruing to the reclamation fund within such time as may be fixed by the Reconstruction Finance Corporation, not exceeding 5 years from the date of advance, with interest at the rate of 4 percent a year. Sums so advanced may be expended in the same way as other moneys in the reclamation fund.

Purchase of Marketable Securities from the Federal Emergency Administration of Public Works.—The Corporation may purchase marketable securities, satisfactory to the Corporation, acquired or to be acquired by the Federal Emergency Administration of Public Works. The amount that the Corporation may have invested at any one time in such securities shall not exceed \$250,000,000.

Purchase of Debentures or Obligations of the Federal Deposit Insurance Corporation.—The Corporation is authorized to purchase at par value such debentures or other obligations of the Federal Deposit Insurance Corporation, upon the request of the board of directors of the Federal Deposit Insurance Corporation, whenever in the judgment of that board additional funds are required for insurance purposes. The Corporation may not purchase or hold at any time said debentures or other obligations in excess of \$250,000,000 par value.

Funds Allocated to Other Governmental Agencies

Secretary of Agriculture and Farm Credit Administration.—Under section 2 of the Reconstruction Finance Corporation Act, the Corporation was authorized to allocate and make available to the Secretary of Agriculture a certain part of its funds in order to enable the Secretary to make loans to farmers for crop production purposes during 1932. Pursuant to the provisions of section 201 (e) of the Emergency Relief and Construction Act of 1932, the Corporation paid for the capital stock of the regional agricultural credit corporations, created by it under such section 201 (e), out of the unexpended balance of the amounts allocated and made available to the Secretary of Agriculture under section 2 of the Reconstruction Finance Corporation Act. By the act approved February 4, 1933, the authority of the Secretary of Agriculture was extended with respect to the use of funds allocated and made available to him by the Reconstruction Finance Corporation so as to enable him to make loans, within certain limitations, to farmers during 1933.

The funds made available and allocated under the foregoing provisions of law were transferred to and vested in the Farm Credit Administration by Executive Order No. 6084 of March 27, 1933, and to the Governor of the Farm Credit Administration by section 5 of the Farm Credit Act of 1933, as amended.

Land Bank Commissioner.—The Corporation is authorized and directed, under section 30 (a) of the Emergency Farm Mortgage Act of 1933, to make available to the Land Bank Commissioner the sum of \$100,000,000, to be used for a period not exceeding *4* years

from the date of the enactment of such act, i. e., May 12, 1933, for the purpose of making loans to joint-stock land banks.

Under section 32 of the same act, the Corporation is authorized and directed also to allocate and make available to the Land Bank Commissioner the sum of \$200,000,000, or so much thereof as may be necessary, to be used for the purpose of making loans to farmers.

Federal Emergency Relief Administrator.—Section 2 (a) of the Federal Emergency Relief Act of 1933 authorized the Corporation to make available not to exceed \$500,000,000 for expenditure in accordance with the terms stated in the act, upon certification by the Federal Emergency Relief Administrator, for the purpose of furnishing relief to needy and distressed people. *Pursuant to provisions of Title II of the Emergency Appropriation Act of 1935, not exceeding \$500,000,000 of any savings or unobligated balances in funds of the Corporation may, in discretion of the President, be transferred and applied to the purposes of the Federal Emergency Relief Act of 1933 and Title II of the National Industrial Recovery Act.*

Federal Housing Administrator.—Section 4 of the National Housing Act provides that the Corporation shall make available to the Federal Housing Administrator such funds as he may deem necessary for the purposes of carrying out the provisions of titles I, II, and III of such act.

Secretary of the Treasury.—Section 6 (f) of the Federal Home Loan Bank Act amended the Reconstruction Finance Corporation Act to provide that \$125,000,000, or as much thereof as may be necessary for the purpose, be allocated and made available by the Corporation to the Secretary of the Treasury in order to enable him to pay for the capital stock of Federal Home Loan Banks subscribed for by the United States.

Section 4 (b) of the Home Owners' Loan Act of 1933, authorizes and directs the Reconstruction Finance Corporation to allocate and make available to the Secretary of the Treasury the sum of \$200,000,000, or so much thereof as may be necessary, in order to enable him to make payments for subscriptions for the capital stock of the Home Owners' Loan Corporation.

***Emergency Relief Act of 1935.**—In order to provide relief, work relief, and to increase employment by providing for useful projects, section 1 of the Emergency Relief Appropriation Act of 1935 appropriates \$500,000,000 of any savings or unexpended balances of the Reconstruction Finance Corporation, to be immediately available and to remain available until June 30, 1937, and to be used in the discretion and under the direction of the President.*

Requests for information.—Detailed information regarding loans, which the Corporation is authorized to make, may be obtained from the loan agencies, or the Washington Office, 1825 H Street, NW., Washington, D. C.

Approved.

JESSE H. JONES,
Chairman Board of Directors.
JAMES B. ALLEY,
General Counsel.

(11-25-35)

THE RFC MORTGAGE COMPANY

DIRECTORS

EARL B. SCHWULST, JOHN K. MCKEE, JOHN W. SLACKS, JAMES L. DOUGHERTY,
HARRY A. MULLIGAN, SAM H. HUSBANDS, HOWARD J. KLOSSNER*

OFFICERS

EARL B. SCHWULST, *President*; RONALD H. ALLEN, *Secretary*; *HARRY* A. MULLIGAN, *Treasurer*; JAMES L. DOUGHERTY, *General Counsel*; A. T. HOBSON, *Assistant Secretary*; JEROME T. KELLEY, *Assistant Treasurer*; and GEORGE WILLIAMS, *General Loan Executive*

Information, Room 308, 1825 H Street NW., Washington, D. C.
Telephone, DIstrict 4911, Branch 161

Creation and Authority.—Public Act No. 1, of the Seventy-fourth Congress, authorizes the Reconstruction Finance Corporation, with the approval of the President, to “subscribe for or make loans upon the nonassessable stock of any class of any national mortgage association organized under Title III of the National Housing Act and of any mortgage loan company, trust company, savings and loan association, or other similar financial institution . . .”

Pursuant to this authority the Reconstruction Finance Corporation has subscribed to \$10,000,000 of the capital stock of The RFC Mortgage Company which was organized under the laws of Maryland on March 14, 1935.

Through stock subscription and loans, The RFC Mortgage Company may secure additional funds from the Reconstruction Finance Corporation.

Purpose.—To aid in the reestablishment of a normal market for sound mortgages on urban income producing property, such as apartment houses, hotels, and office buildings, when credit is not otherwise available at reasonable rates and terms and when the net income from the property after payment of taxes, insurance, and operating costs, is sufficient to pay interest and reasonable amortization.

Organization.—In such states as the Company deems advisable, the present managers of the Reconstruction Finance Corporation loan agencies will act as agents for The RFC Mortgage Company. The Reconstruction Finance Corporation has 32 agencies established in cities throughout the United States. (See p. 220.)

ACTIVITIES

The activities of the Company can be classified into three major groups:

(1) When financing is necessary and cannot otherwise be obtained upon reasonable rates and terms, the Company considers applications for loans, on a sound basis, secured by first mortgages on income producing properties, such as apartment houses, hotels, and office buildings, if the net income from the property, after the payment of taxes, insurance, and operating expenses, is sufficient to pay interest charges and reasonable amortization of the loan. These loans are chiefly for refunding and refinancing.

(2) The Company gives consideration to applications for commitments to make loans on new construction, upon the completion of the construction, provided that there is an economic need for such construction, that the mortgagor's investment in the completed project will be substantial in relation to the amount of the loan requested and that his resources and experience are sufficient to indicate that the property can be operated on a sound basis.

(3) The Company also considers applications for loans to distressed holders of first mortgage real estate bonds and certificates upon the security of their notes secured by such bonds and certificates, provided sufficient information is available to the Company to enable it to determine that the income of the property securing the bonds or certificates is sufficient to warrant the loan. Loans will not be made to the holders of such bonds or certificates who acquired them for speculative purposes.

Interest Rates on Loans by RFC Mortgage Company.—The Company makes loans for a period not in excess of 10 years and at a 5 percent interest rate. Generally speaking, the loan must be amortized in such a manner that one-half of the principal will have been paid by the end of the 10-year period. Monthly payments of interest and amortization will usually be required.

Local Agents Supply Application Forms.—All applications should be filed with the local agents serving the territory in which the applicant is located. Application forms and information concerning such loans may also be obtained from the local agents.

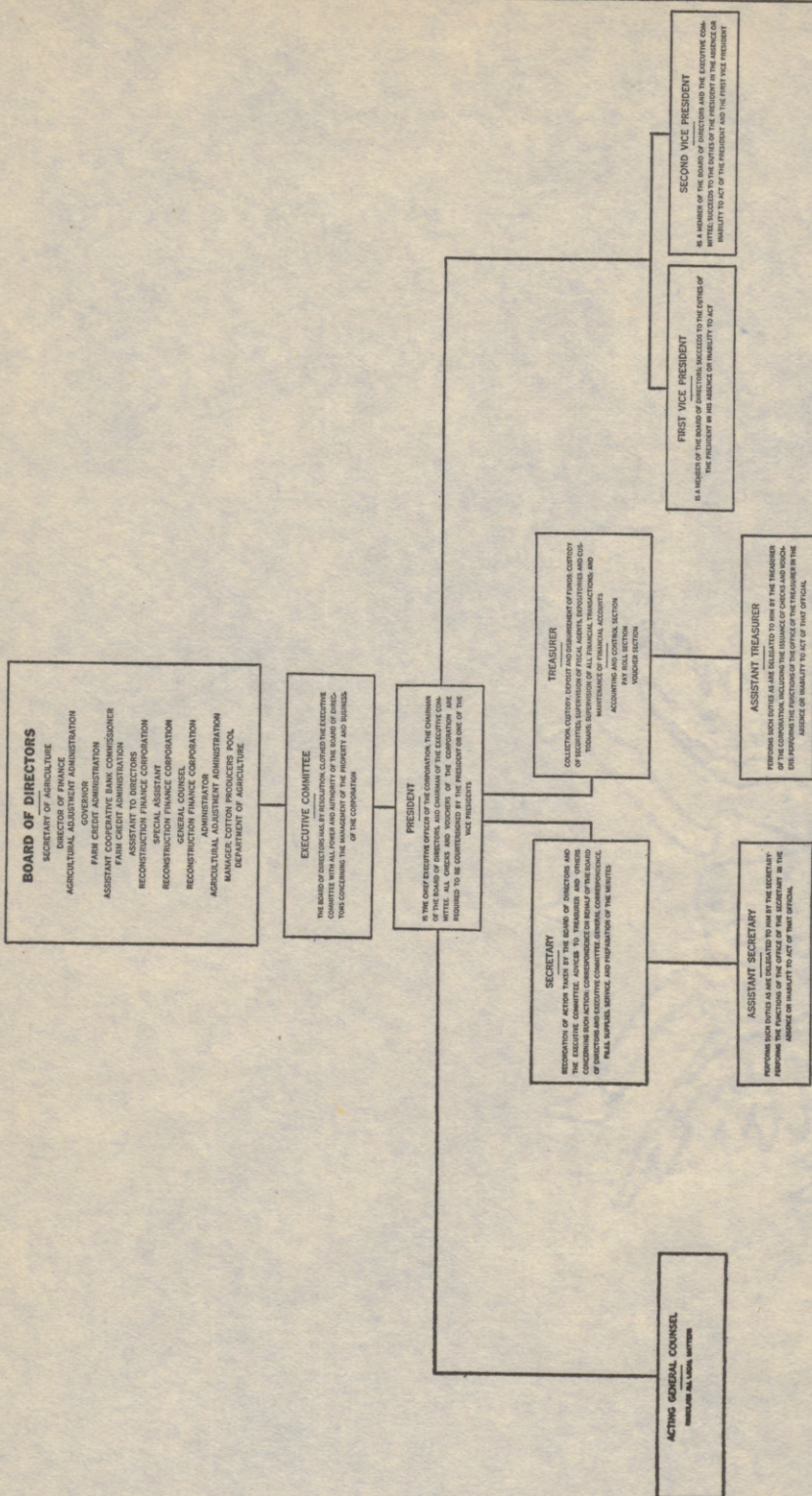
Approved.

EARL B. SCHWULST,
President.

JAMES L. DOUGHERTY,
General Counsel.

COMMUNITY HEALTH ORGANIZATION

COMMODITY CREDIT CORPORATION



COMMODITY CREDIT CORPORATION

BOARD OF DIRECTORS

HENRY A. WALLACE, CHESTER C. DAVIS, OSCAR JOHNSTON, W. I. MYERS, J. E. WELLS, JR., LYNN P. TALLEY, E. B. SCHWULST, STANLEY REED, and WARD M. BUCKLES

OFFICERS

LYNN P. TALLEY, *President*; OSCAR JOHNSTON, *First Vice President*; J. E. WELLS, JR., *Second Vice President*; G. E. RATHELL, *Treasurer*; GUY G. CHASE, *Assistant Treasurer*; JOHN D. GOODLOE, *Secretary and General Counsel*; SAMUEL H. SABIN, *Assistant Secretary*

Information, Room 711, 1825 H Street NW., Washington, D. C.

Telephone, DIstrict 4911, Branch 214

Creation and Authority.—The Commodity Credit Corporation was created under the laws of the State of Delaware on October 17, 1933, pursuant to the President's Executive Order No. 6340, dated October 16, 1933. The Corporation is authorized to carry out effectively the provisions of Public Act No. 10, Seventy-third Congress, approved May 12, 1933 (the Agricultural Adjustment Act), and Public Act No. 67, Seventy-third Congress, approved June 16, 1933 (the National Industrial Recovery Act).

Section 7 of the act extending the life of the Reconstruction Finance Corporation (Public No. 1, 74th Cong.) approved January 31, 1935, *ratifies the organization* of the Commodity Credit Corporation and extends its life as a Governmental agency, to April 1, 1937, of such earlier date as may be fixed by the President by Executive order.

Purpose.—Commodity Credit Corporation was created primarily to deal in agricultural commodities, to lend or borrow money upon them, and to encourage farmers, producers and others to enter into marketing plans and agreements through which essential reduction in farm acreage and production of agricultural commodities for market can be accomplished.

Organization.—The Corporation is controlled by a board of nine directors, consisting of the Secretary of Agriculture; the Administrator of Agricultural Adjustment Administration; the Manager of the Cotton Producers' Pool, Agricultural Adjustment Administration; the Governor of Farm Credit Administration; the Deputy Cooperative Bank Commissioner of Farm Credit Administration; an

Assistant to Directors of Reconstruction Finance Corporation; a Special Assistant to Directors of Reconstruction Finance Corporation; the Solicitor General of the United States and the Director of Finance, Agricultural Adjustment Administration. An Executive Committee, composed of three members—Mr. Talley, Mr. Wells, and Mr. Buckles—operates under and reports to the Board of Directors.

ACTIVITIES

Power of Corporation.—Under its charter, the Corporation is empowered to buy, hold, sell, lend upon, or otherwise deal in commodities, agricultural or otherwise. Under its bylaws the Corporation is permitted to deal only in such commodities as are designated from time to time by the President. It is essentially a lending institution.

***Loan Policy.**—All loans by the Corporation have been for the purpose of financing the carrying and orderly marketing of agricultural commodities with respect to which the Secretary of Agriculture has a general plan or program of production or market adjustment designed to establish a proper balance between production and consumption.

The policy of the Corporation is to make only loans recommended by the Agricultural Adjustment Administration upon agricultural commodities with respect to which there is in effect a general plan or program of production or market adjustment.

Capital Stock.—The entire capital stock of the Commodity Credit Corporation, amounting to \$3,000,000 was subscribed by the Secretary of Agriculture and the Governor of the Farm Credit Administration, who hold it jointly for the United States.

Source of Funds.—Funds subscribed for the stock were made available by Executive Order No. 6340 dated October 16, 1933, out of the appropriation of \$3,300,000,000 authorized by Section 220 of the National Industrial Recovery Act, \$100,000,000 of which the President was authorized to allocate for expenditures in carrying out the Agricultural Adjustment Administration and certain other purposes. The appropriation was carried in the Fourth Deficiency Act for the fiscal year 1933.

Other than its capital and net earnings, the Corporation has obtained all of its funds by loans from the Reconstruction Finance Corporation under Section 201 (d), Title II, of the Emergency Relief and Construction Act of 1932.

Loans Through Banks and Other Agencies.—With the exception of loans upon the cotton held in the 1933 Cotton Producers' Pool and loans on gum-rosin and gum-turpentine, all loans by the Corporation are made under an arrangement whereby banks and other local lending agencies may make the loans to producers in the first instance on forms furnished by the Corporation, such of them

as meet the requirements of the Corporation being acceptable to it for purchase at par with accrued interest at the rate of 3 percent per annum if tendered on or before a fixed date, provided the lending agency or holder has executed a contract with the Corporation agreeing that on any loans paid while held by them, an amount equivalent to 1 percent of the principal paid from the date of the loan to the date of payments must be remitted to the Corporation in consideration of its agreement to purchase.

Direct Loans.—The producer should first attempt to negotiate the loan through the bank or factor with which he is accustomed to deal. If such local credit facilities are unavailable for any reason the loan may be obtained directly from the Corporation. To obtain a direct loan the producer should make out his Note and Loan Agreement upon the prescribed form, naming the Commodity Credit Corporation as payee, and mail it, together with other prescribed documents, to the Loan Agency of the Reconstruction Finance Corporation serving the district where he resides.

Rate of Interest.—All loans to producers bear 4-percent interest.

Producers' Liability.—The notes and loan agreements signed by producers provide they shall not be personally liable for any deficiency arising from the sale of the collateral if they have made no misstatements or misrepresentations and if they comply with the terms with reference to participating in and conforming to the production or market adjustment program of the Secretary of Agriculture.

Loans on Cotton.—Prior to April 1, 1936, the Corporation will make loans to producers upon cotton produced in 1935 upon the basis of 10 cents a pound for cotton classed low middling or better in grade and $\frac{7}{8}$ inch or better in staple and 9 cents a pound on cotton classed low middling or better in grade, and below $\frac{7}{8}$ inch in staple. Such loans are restricted to the actual producers who agree to cooperate and participate in a general plan or program of the Secretary of Agriculture of cotton reduction or adjustment for 1936 and only cotton to which the producer has continuously retained the beneficial interest or title is eligible for loans. All loans mature July 31, 1936, but may be declared immediately due and payable by the holders when and so long as the price of middling $\frac{7}{8}$ -inch spot cotton on the New Orleans market, as determined by the Bureau of Agricultural Economics of the United States Department of Agriculture, shall be at or above 15 cents a pound.

For the purpose of making loans under the 1935-36 cotton-loan program the Corporation holds a commitment of \$100,000,000 from the Reconstruction Finance Corporation. The 1934-35 cotton-loan program, whereby producers were loaned 12 and 11 cents a pound, respectively, on the above basis, terminated July 31, 1935, and the loans mature February 1, 1936.

Loans on Corn.—Prior to April 1, 1936, the Corporation will make loans to producers upon merchantable field corn, produced in 1935, husked and in the ear which if shelled would grade No. 3 or better. Loans will be made on the basis of 45 cents a bushel, based upon a measurement of $2\frac{1}{2}$ cubic feet per bushel using inside crib measurements, less a deduction of 5 percent of the volume for shrinkage, stored and sealed upon farms in accordance with State laws. Loans are made only in the States of Colorado, Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Ohio, Nebraska, South Dakota, and Wisconsin.

Such loans are restricted to the actual producers who complied with the 1935 corn adjustment program and agree to comply with the 1936 program. Only corn to which the producer has continuously retained the beneficial interest or title or such corn purchased by one producer for his feeding purposes only, from another producer who has complied with the 1935 program and agrees to comply with the 1936 program is eligible for loans. All loans mature July 1, 1936, but may be declared immediately due and payable by the holder when and so long as the price of No. 2 corn, on the basis of cash transactions or contracts for future delivery on the near quoted month, on the Chicago Board of Trade shall be at or above 75 cents a bushel.

Loans Terminated on Gum Rosin and Gum Turpentine.—The loan program with reference to gum rosin and gum turpentine, like all others being predicated upon the existence and continuance of an effective plan or program of production or market adjustment under the Agricultural Adjustment Act, was terminated July 31, 1935, by the Corporation upon the cancellation of the marketing agreement and license of processors approved by the Secretary of Agriculture February 20, 1934.*

Approved.

LYNN P. TALLEY,
President.

JOHN D. GOODLOE,
Acting General Counsel.

(12-24-35)

GENERAL ACCOUNTING OFFICE

COMPTROLLER
GENERAL OF THE
UNITED STATES

ASSISTANT
COMPTROLLER
GENERAL

OFFICE OF THE COMPTROLLER GENERAL, INCLUDING THE OFFICE OF THE ASSISTANT COMPTROLLER GENERAL, THE OFFICE OF THE ASSISTANT TO THE COMPTROLLER GENERAL, THE OFFICE OF THE CONFERRER, THE OFFICE OF THE CHIEF CLERK (INCLUDES 71 CUSTODIAL EMPLOYEES), THE OFFICE OF THE CHIEF OF PERSONNEL, THE OFFICE OF THE DISBURSING CLERK, THE COMPTROLLER GENERAL'S RECORDS AND FILES UNIT, THE PUBLICATIONS UNIT AND DUPLICATING UNIT

ASSISTANT TO
COMPTROLLER
GENERAL
EXECUTIVE OFFICER

OFFICE OF GENERAL
COUNSEL
THE OFFICE OF GENERAL COUNSEL FURNISHES THE COMPTROLLER GENERAL SUCH PROFESSIONAL LEGAL ASSISTANCE AS MAY BE REQUIRED UPON ALL MATTERS PROPERLY BEFORE THE GENERAL ACCOUNTING OFFICE

OFFICE OF
INVESTIGATION
CHIEF

THE OFFICE OF INVESTIGATION FURNISHES ASSISTANCE TO THE COMPTROLLER GENERAL IN FORMULATING AND ESTABLISHING UNIFORM METHODS, SYSTEMS, AND PROCEDURES FOR ADMINISTRATIVE APPROPRIATION AND FUND ACCOUNTING IN THE SEVERAL EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS OF THE GOVERNMENT; IN MAKING INVESTIGATIONS AND REPORTS UPON MATTERS RELATING TO THE RECEIPTS, DISBURSEMENT, AND APPLICATION OF PUBLIC FUNDS; IN INSPECTION OF OFFICES AND ACCOUNTS OF ALL FISCAL OFFICERS, INCLUDING COLLECTORS OF CUSTOMS, ETC.

GENERAL ACCOUNTING OFFICE

THE COMPTROLLER GENERAL OF THE UNITED STATES IS CHARGED BY LAW WITH THE SETTLEMENT AND ADJUSTMENT, INDEPENDENTLY OF THE EXECUTIVE DEPARTMENTS, OF ALL CLAIMS AND DEMANDS WHATEVER BY THE GOVERNMENT OF THE UNITED STATES OR AGAINST IT, AND ALL ACCOUNTS WHATEVER IN WHICH THE GOVERNMENT OF THE UNITED STATES IS CONCERNED, EITHER AS DEBTOR OR CREDITOR, AND IS VESTED WITH ALL POWERS AND DUTIES PREVIOUSLY CONFERRED OR IMPOSED BY LAW UPON THE FORMER COMPTROLLER OF THE TREASURY AND THE SIX AUDITORS OF THE TREASURY DEPARTMENT; ALSO WITH THE DUTY OF KEEPING THE PERSONAL LEDGER ACCOUNTS OF DISBURSING AND COLLECTING OFFICERS; OF REPORTING TO CONGRESS DELINQUENCY IN RENDERING ACCOUNTS, AND OF CERTIFYING BALANCES, WHICH ARE FINAL AND CONCLUSIVE, UPON THE EXECUTIVE BRANCH OF THE GOVERNMENT. HE MAY PROVIDE FOR PAYMENT OF ACCOUNTS OR CLAIMS ADJUSTED AND SETTLED IN THE GENERAL ACCOUNTING OFFICE THROUGH DISBURSING OFFICERS OF THE SEVERAL DEPARTMENTS AND ESTABLISHMENTS INSTEAD OF BY WARRANT, AND PRESCRIBES THE FORMS, SYSTEMS, AND PROCEDURE FOR ADMINISTRATIVE APPROPRIATION AND FUND ACCOUNTING IN THE SEVERAL DEPARTMENTS AND ESTABLISHMENTS AND FOR THE ADMINISTRATIVE EXAMINATION OF FISCAL OFFICERS' ACCOUNTS AND CLAIMS, REPORTING TO CONGRESS UPON THE ADEQUACY AND EFFICIENCY OF SUCH ADMINISTRATIVE EXAMINATION. HE FURNISHES, UNDER THE SEAL OF SAID OFFICE FOR USE AS EVIDENCE, COPIES OF RECORDS FROM BOOKS AND PROCEEDINGS THEREOF IN ACCORDANCE WITH SECTIONS 882 AND 885 OF THE REVISED STATUTES

UPON THE APPLICATION OF DISBURSING OFFICERS, THE HEAD OF ANY EXECUTIVE DEPARTMENT OR OTHER INDEPENDENT ESTABLISHMENT NOT UNDER ANY OF THE EXECUTIVE DEPARTMENTS, THE COMPTROLLER GENERAL IS REQUIRED TO RENDER HIS ADVANCE DECISION UPON ANY QUESTION INVOLVING A PAYMENT TO BE MADE BY THEM OR UNDER THEM, WHICH DECISION WHEN RENDERED GOVERNS IN THE SETTLEMENT OF THE ACCOUNT INVOLVING THE PAYMENT INQUIRED ABOUT. HE REVIEWS ON HIS OWN MOTION, ANY SETTLED ACCOUNT WHEN IN THE INTEREST OF THE UNITED STATES TO DO SO. HE SUPERINTENDS THE RECOVERY OF ALL DEBTS FINALLY CERTIFIED BY AUDITED SETTLEMENTS TO BE DUE THE UNITED STATES, EXCLUSIVE OF THOSE ARISING UNDER THE POSTAL SERVICE, AND THE PRESERVATION OF ALL ACCOUNTS, WITH THEIR VOUCHERS, ETC., WHICH HAVE BEEN FINALLY ADJUSTED, AND HE COUNTERSIGNS ALL WARRANTS AUTHORIZED BY LAW TO BE SIGNED BY THE SECRETARY OF THE TREASURY

IT IS ALSO THE DUTY OF THE COMPTROLLER GENERAL TO INVESTIGATE AT THE SEAT OF GOVERNMENT OR ELSEWHERE ALL MATTERS RELATING TO THE RECEIPT, DISBURSEMENT, AND APPLICATION OF PUBLIC FUNDS AND TO MAKE RECOMMENDATIONS TO THE PRESIDENT, WHEN REQUESTED BY HIM, AND TO CONGRESS CONCERNING LEGISLATION NECESSARY TO FACILITATE THE PROMPT AND ACCURATE RENDITION AND SETTLEMENT OF ACCOUNTS, AND CONCERNING SUCH OTHER MATTERS AS HE MAY DEEM ADVISABLE IN REGARD TO THE RECEIPT, DISBURSEMENT, AND APPLICATION OF PUBLIC FUNDS AND ECONOMY OR EFFICIENCY IN PUBLIC EXPENDITURES. HE MAKES INVESTIGATIONS FOR CONGRESS AS TO REVENUE APPROPRIATIONS AND EXPENDITURES, FURNISHING ASSISTANTS FROM HIS OFFICE TO CONGRESS FOR THAT PURPOSE, AND SPECIALLY REPORTS TO CONGRESS EVERY EXPENDITURE OF CONTRACT MADE BY ANY DEPARTMENT OR ESTABLISHMENT IN ANY YEAR IN VIOLATION OF LAW. HE ALSO REPORTS TO CONGRESS UPON THE ADEQUACY AND EFFECTIVENESS OF DEPARTMENTAL INSPECTION OF THE OFFICES AND ACCOUNTS OF FISCAL OFFICERS, AND IN ACCORDANCE WITH LAW, HAS ACCESS TO AND EXAMINES ANY BOOKS, DOCUMENTS, PAPERS, OR RECORDS, EXCEPT THOSE PERTAINING TO CERTAIN FUNDS FOR PURPOSES OF INTERCOURSE OR TREATY WITH FOREIGN NATIONS, OF ALL DEPARTMENTS AND ESTABLISHMENTS FOR THE PURPOSE OF SECURING FROM TIME TO TIME INFORMATION REGARDING THE POWERS, DUTIES, ACTIVITIES, ORGANIZATION, FINANCIAL TRANSACTIONS, AND METHODS OF BUSINESS OF THEIR RESPECTIVE OFFICES. IT IS ALSO HIS DUTY TO FURNISH TO THE BUREAU OF THE BUDGET SUCH INFORMATION RELATING TO EXPENDITURES AND ACCOUNTING AS IT MAY REQUEST FROM TIME TO TIME

ADMINISTRATIVE FUNCTIONS

THE COMPTROLLER GENERAL IS ASSISTED IN THE ADMINISTRATIVE FUNCTIONS OF THE GENERAL ACCOUNTING OFFICE BY THE ASSISTANT COMPTROLLER GENERAL, THE ASSISTANT TO THE COMPTROLLER GENERAL (EXECUTIVE OFFICER), THE CHIEF CLERK, THE CHIEF OF PERSONNEL, AND THE DISBURSING CLERK

OFFICE OF CHIEF
CLERK

OFFICE OF PERSONNEL

CLAIMS DIVISION

CHIEF

THE CLAIMS DIVISION EXAMINES AND CERTIFIES FOR PAYMENT, SET-OFF, OR DISALLOWANCE, ALL CLASSES OF CLAIMS, INCLUDING ACCOUNTS AND CLAIMS OF COMMON CARRIERS, BY OR AGAINST THE UNITED STATES, NOT REQUIRED BY STATUTE TO BE PAID BY ADMINISTRATIVE DEPARTMENTS OR ESTABLISHMENTS; PREPARES ACCOUNTING STATEMENTS, SCHEDULES, AND TEXT FOR USE BY THE ATTORNEY GENERAL IN DEFENSE OF SUITS BY CERTAIN INDIAN TRIBES AGAINST THE UNITED STATES IN THE COURT OF CLAIMS

AUDIT DIVISION

CHIEF

THE AUDIT DIVISION IS CONCERNED MAINLY WITH THE AUDIT OF ACCOUNTS, VOUCHERS, ABSTRACTS, AND SCHEDULES, SUBMITTED BY DISBURSING AND COLLECTING OFFICERS OF THE UNITED STATES (EXCEPT POST OFFICE DEPARTMENT); EXAMINATION OF CONTRACTS IN ADVANCE OF AUDIT OF PAYMENTS THEREUNDER. MANY CLASSES OF VOUCHERS ARE NOW PREAUDITED AND CERTIFIED TO THE DEPARTMENTS FOR PAYMENT

POST OFFICE DEPARTMENT DIVISION

CHIEF

THE POST OFFICE DEPARTMENT DIVISION AUDITS AND SETTLES ALL ACCOUNTS AND CLAIMS PERTAINING TO OR ARISING OUT OF THE OPERATION OF THE POSTAL SERVICE

BOOKKEEPING DIVISION

CHIEF

THE BOOKKEEPING DIVISION MAINTAINS CONTROL ACCOUNTS OF APPROPRIATED FUNDS AND THEIR DISBURSEMENT; KEEPS ACCOUNTS OF FUNDS DRAWN, COLLECTED, AND DISBURSED BY FISCAL OFFICERS OF THE UNITED STATES; PREPARES CERTIFICATES OF SETTLEMENT ON CLAIMS, AND TRANSMITS THEM TO THE PROPER AGENCIES FOR PAYMENT; REVIEWS, APPROVES OR DISAPPROVES, AND COUNTERSIGNS, FOR THE COMPTROLLER GENERAL OF THE UNITED STATES, WARRANTS AND REQUISITIONS; AND PREPARES TRANSFER SETTLEMENTS FOR ADJUSTMENT OF ERRONEOUS DEPOSITS AND THE SETTLEMENT OF CLAIMS BETWEEN GOVERNMENT DEPARTMENTS

RECORDS DIVISION

CHIEF

THE RECORDS DIVISION HAS CUSTODY OF SETTLED FISCAL ACCOUNTS AND CLAIMS FILES PERTAINING TO ALL GOVERNMENT DEPARTMENTS AND ESTABLISHMENTS (EXCEPT POST OFFICE DEPARTMENT) FROM THE BEGINNING OF THE GOVERNMENT TO DATE, UNDER PROPER SAFEGUARDS; FURNISHES INFORMATION UPON WHICH CERTAIN CLASSES OF CLAIMS, PENSIONS, INSURANCE REFUNDS, ETC., ARE PAID; PREPARES FOR CERTIFICATION COPIES OF RECORDS FOR COURT USE, ETC.

DISBURSING OFFICE

GENERAL ACCOUNTING OFFICE

OFFICERS

J. R. MCCARL, *Comptroller General of the United States*; R. N. ELLIOTT,
Assistant Comptroller General of the United States

Information, Room *201*, General Accounting Office Building, Fifth and F
Streets NW., Washington, D. C.

Telephone, DIstract 8465, Branch *21 or 22*

Creation and Authority.—The General Accounting Office, which was created by the Budget and Accounting Act of June 10, 1921 (42 Stat. 23), took over functions and duties of the six auditors and the Comptroller of the Treasury, as stated in the act of July 31, 1894, (28 Stat. 208) and other statutes extending back to the original Treasury Act of September 2, 1789 (1 Stat. 65). The scope of the activities of the accounting officers of the United States was extended in the Budget and Accounting Act of June 10, 1921, and has since been extended by subsequent legislation.

Purpose.—* The purpose in creating the General Accounting Office was to secure, independently of the executive departments and other spending and collecting agencies of the Government, the uniform settlement and adjustment of all claims and accounts in which the United States is concerned, either as debtor or creditor.

Organization.—This agency of the Government includes the Comptroller General's office, to which are immediately attached the several administrative functions of the General Accounting Office, as well as the office of General Counsel and Office of Investigations, and the following major divisions: Audit, Claims, Post Office Department, Bookkeeping, and Records.

ACTIVITIES

The Comptroller General.—The act creating the General Accounting Office provides that it shall be independent of the executive departments, and under the control and direction of the Comptroller General of the United States.

General Powers and Duties.—The General Accounting Office is vested with all powers and duties previously conferred or imposed

by law upon the former Comptroller of the Treasury and the six auditors of the Treasury Department, together with other specific powers and duties imposed by the Budget and Accounting Act of June 10, 1921, and by subsequent legislation.

Administration of General Accounting Office.—Under authority of the Budget and Accounting Act, the Comptroller General appoints and removes attorneys and other employees of the General Accounting Office. They perform such duties as may be assigned to them by him; all official acts performed by the attorneys and employees, when specifically designated therefor by the Comptroller General, having the same force and effect as though performed by the Comptroller General in person.

Rules and Regulations Prescribed by Comptroller.—The Comptroller General makes such rules and regulations as deemed necessary for carrying on the work of the General Accounting Office, including those for the admission of attorneys to practice before it, and furnishes, under the seal of the office for use as evidence, copies of records from books and proceedings thereof in accordance with sections 882 and 886 of the Revised Statutes.

Countersigning of Warrants.—All warrants, when authorized by law and signed by the Secretary of the Treasury, are invalid until countersigned by or in the name of the Comptroller General.

Comptroller General Prescribes Accounting Forms, Systems, and Procedures.—This officer is required by law to prescribe the forms, systems, and procedure for administrative appropriation and fund accounting in the several departments and establishments and for the administrative examination of fiscal officers' accounts and claims, reporting to Congress upon the adequacy and efficiency of such administrative examination.

Advance Decisions Required of Comptroller General.—Upon the application of disbursing officers, the head of any executive department or other independent establishment not under any of the executive departments, the Comptroller General is required to render his advance decision upon any question involving a payment to be made by them or under them, which decision when rendered governs in the settlement of the account involving the payment inquired about.

Settling of All Government Claims and Accounts.—The General Accounting Office is charged by law with the settlement and adjustment, independently of the executive departments, of all claims and demands whatever by the Government of the United States or against it, and all accounts whatever in which the Government of the United States is concerned, either as debtor or creditor.

The Comptroller General may provide for payment of accounts or claims adjusted and settled in the General Accounting Office through disbursing officers of the several departments and establishments instead of by warrant.

Preservation of Accounts and Vouchers.—The General Accounting Office preserves with their vouchers and certificates all accounts which have been finally adjusted.

Balances Are Certified.—The balances certified by the Comptroller General are final and conclusive upon the executive branch of the Government.

Revision of Settled Accounts.—The Comptroller General may review on his own motion any settled account when in the interest of the United States to do so.

Recovery of Debts.—The General Accounting Office is required to superintend the recovery of all debts finally certified by it to be due the United States, and all penalties and forfeitures imposed for any violation of the Postal laws, etc.

Reports of Delinquencies in Rendering Accounts.—The Comptroller General is required by law to make annual reports to Congress of officers and administrative departments and establishments delinquent in rendering or transmitting accounts, showing the cause, and in each case indicating whether delinquency was waived; also officers found upon final settlement of their accounts to have been indebted to the Government, the amount of indebtedness, and who at date of making report had failed to pay it into the Treasury of the United States.

Investigations and Reports Relating to Public Funds.—It is the duty of the Comptroller General to investigate at the seat of government or elsewhere all matters relating to the receipt, disbursement, and application of public funds and to make recommendations to the President, when requested by him; and to Congress, concerning legislation necessary to facilitate the prompt and accurate rendition and settlement of accounts, and concerning other matters he may deem advisable to question in regard to the receipt, disbursement, and application of public funds and economy or efficiency in public expenditures.

The Comptroller General may make investigations for Congress as to revenue, appropriations, and expenditures, furnishing assistants from his office to Congress for that purpose, and report to Congress every expenditure or contract made by any department or establishment in any year in violation of law. He also reports to Congress upon the adequacy and effectiveness of departmental inspection of the offices and accounts of fiscal officers, and, in accordance with law, has access to and examines any books, documents, papers, or records—except those pertaining to certain funds for purposes of intercourse or treaty with foreign nations—of all departments and establishments for the purpose of securing information regarding the powers, duties, activities, organization, financial transactions, and methods of business of their respective offices. It is also his duty to furnish to the Bureau of the Budget such information relating to expenditures and accounting as it may request from time to time.

AMERICAN BATTLE MONUMENTS COMMISSION

The American Battle Monuments Commission was established by Congress in 1923 to administer the National Cemetery System and to erect and maintain in the United States and abroad battle monuments and other memorials to the American armed forces. The Commission is a Federal agency, and its operations are financed by the United States Treasury.

The Commission's headquarters are located in the War Department Building, Washington, D. C. It has regional offices in New York, New Orleans, and San Francisco. The Commission also maintains a large number of field offices throughout the United States and abroad.

The Commission's primary responsibility is to administer the National Cemetery System. This includes the selection of sites for new cemeteries, the design and construction of new cemeteries, and the maintenance of existing cemeteries. The Commission also has the authority to acquire land for the National Cemetery System.

The Commission also has the responsibility to erect and maintain battle monuments and other memorials to the American armed forces. This includes the selection of sites for new monuments, the design and construction of new monuments, and the maintenance of existing monuments. The Commission also has the authority to acquire land for the erection and maintenance of battle monuments and other memorials.

The Commission's work is financed by the United States Treasury. The Commission's budget for fiscal year 1954 was \$1,000,000. The Commission's income for fiscal year 1954 was \$1,000,000. The Commission's expenditures for fiscal year 1954 were \$1,000,000.

AMERICAN BATTLE MONUMENTS COMMISSION

COMMISSION

CHAIRMAN

THE COMMISSION IS RESPONSIBLE FOR: (1) PLANNING AND ERECTING MEMORIALS IN EUROPE TO COMMEMORATE THE SERVICES OF THE AMERICAN FORCES THERE DURING THE WORLD WAR, INCLUDING WORKS OF ARCHITECTURE AND ART IN THE AMERICAN CEMETERIES IN EUROPE; (2) CONTROLLING THE DESIGN AND ERECTION OF ALL MEMORIAL MONUMENTS AND BUILDINGS IN THE AMERICAN CEMETERIES IN EUROPE; (3) MAINTAINING THE AMERICAN MILITARY CEMETERIES IN EUROPE AND THE MEMORIALS ERECTED IN EUROPE BY THE COMMISSION; (4) COOPERATING, IN SUCH MANNER AS THE COMMISSION MAY DETERMINE, WITH AMERICAN CITIZENS, STATES, MUNICIPALITIES, OR ASSOCIATIONS DESIRING TO ERECT WAR MEMORIALS IN EUROPE, PROVIDED THAT PLANS FOR SUCH MEMORIALS MEET WITH THE APPROVAL OF THE COMMISSION, AND FURTHER PROVIDED THAT NO ASSISTANCE IN ERECTING ANY SUCH MEMORIAL SHALL BE GIVEN BY ANY ADMINISTRATIVE AGENCY OF THE UNITED STATES UNLESS THE PLAN THEREFOR HAS BEEN APPROVED BY THE COMMISSION; (5) PUBLISHING INFORMATION CONCERNING AMERICAN ACTIVITIES, BATTLEFIELDS, MEMORIALS, AND CEMETERIES IN EUROPE; (6) SECURING SUCH TERRAIN PHOTOGRAPHS OF THE VARIOUS BATTLEFIELDS OF EUROPE, UPON WHICH THE ARMED FORCES OF THE UNITED STATES WERE ACTIVELY ENGAGED DURING THE WORLD WAR, AS WILL COMPLETE THE HISTORICAL PHOTOGRAPHIC RECORDS OF THE OPERATIONS OF SUCH UNITS; AND (7) PREPARING AND SUBMITTING ESTIMATES OF APPROPRIATIONS NECESSARY FOR CARRYING OUT THE WORK OF THE COMMISSION

SECRETARY

THE SECRETARY IS THE EXECUTIVE AND GENERAL ADMINISTRATIVE OFFICER OF THE COMMISSION AND IS RESPONSIBLE FOR: (1) EXECUTING ALL CONSTRUCTION PLANS DECIDED UPON BY THE COMMISSION; (2) CARRYING INTO EFFECT ALL OTHER PLANS, POLICIES, AND DECISIONS OF THE COMMISSION; (3) MAKING RECOMMENDATIONS TO THE COMMISSION RELATIVE TO PROPOSED PLANS, POLICIES, AND OTHER QUESTIONS REQUIRING ITS DECISION; (4) CONDUCTING THE GENERAL CORRESPONDENCE OF THE COMMISSION; AND (5) KEEPING MINUTES AND OTHER RECORDS OF THE COMMISSION

ADMINISTRATIVE SECTION

EXECUTIVE ASSISTANT

ASSISTS THE SECRETARY OR ACTS FOR HIM IN (1) PREPARING ESTIMATES OF APPROPRIATIONS; (2) EXPLAINING ESTIMATES TO THE BUREAU OF THE BUDGET AND CONGRESSIONAL COMMITTEES; (3) CONDUCTING CORRESPONDENCE, RENDERING REPORTS, KEEPING MINUTES AND OTHER RECORDS OF THE COMMISSION; (4) APPOINTING CIVILIAN PERSONNEL EMPLOYED IN THE UNITED STATES; (5) MAKING CONTRACTS; (6) DEALING WITH ARCHITECTS, SCULPTORS, AND CONTRACTORS IN THE UNITED STATES; (7) PURCHASING SUPPLIES AND MATERIALS IN THE UNITED STATES; (8) ACCOUNTING FOR ALL FUNDS EXPENDED BY THE COMMISSION IN THE UNITED STATES; (9) MAKING RECOMMENDATIONS TO THE COMMISSION RELATIVE TO PLANS, POLICIES, AND OTHER QUESTIONS TO BE DECIDED BY IT, AND PRESENTING TO THE COMMISSION SUCH DATA OR REPORTS AS IT REQUIRES; (10) COMMUNICATING TO THOSE CONCERNED THE INSTRUCTIONS OR DECISIONS OF THE COMMISSION OR SECRETARY; (11) SERVING AS CONTACT OFFICE OF THE COMMISSION IN ITS ROUTINE CONTACTS WITH INDIVIDUALS, ORGANIZATIONS, AND VARIOUS DEPARTMENTS OF THE GOVERNMENT

FIELD SERVICE (PARIS, FRANCE)

SECRETARY

(1) IS IN DIRECT CHARGE OF THE COMMISSION'S CONSTRUCTION PROGRAM. THIS PROGRAM INCLUDES: (A) THE ERECTION OF A MEMORIAL CHAPEL IN EACH OF THE 8 AMERICAN CEMETERIES IN EUROPE; (B) THE ERECTION OF 11 MEMORIALS AT PLACES OUTSIDE OF THE CEMETERIES; (C) THE PLACING OF 2 BRONZE MEMORIAL TABLETS; AND (D) THE DEVELOPMENT OF LANDSCAPING AND OTHER FEATURES IN CONNECTION WITH THESE MEMORIALS. THESE MEMORIALS ARE LOCATED AT OR NEAR THE FOLLOWING PLACES:

CHAPELS

ROMAGNE, FRANCE
THIAUCOURT, FRANCE
FERE-EN-TARDENOIS, FRANCE
BELLEAU, FRANCE
BONY, FRANCE
WAEREGHEM, BELGIUM
PARIS, FRANCE
BROOKWOOD, ENGLAND
TABLETS
CHAUMONT, FRANCE
SOUILLY, FRANCE

MONUMENTS

MONTFAUCON, FRANCE
MONTSEC, FRANCE
CHATEAU-THIERRY, FRANCE
BREST, FRANCE
TOURS, FRANCE
BELLICOURT, FRANCE
BLANC MONT RIDGE, FRANCE
AUDENARDE, BELGIUM
YPRES, BELGIUM
CANTIGNY, FRANCE
GIBRALTAR, GIBRALTAR

(2) MAKING CONTRACTS FOR AND SUPERVISING THE ERECTION OF THE ABOVE MEMORIALS; (3) PREPARING PLANS FOR THE LANDSCAPING AND OTHER FEATURES REFERRED TO IN (D) ABOVE, AND EXECUTING APPROVED PLANS FOR SUCH FEATURES; (4) MAINTAINING THE AMERICAN MILITARY CEMETERIES IN EUROPE AND THE MEMORIALS ERECTED IN EUROPE BY THE COMMISSION; (5) PROCURING TERRAIN PHOTOGRAPHS OF THE VARIOUS BATTLEFIELDS IN EUROPE UPON WHICH THE ARMED FORCES OF THE UNITED STATES WERE ACTIVELY ENGAGED DURING THE WORLD WAR; (6) REVISING A PUBLICATION KNOWN AS "A GUIDE TO THE AMERICAN BATTLEFIELDS IN EUROPE" WHICH WAS ORIGINALLY PUBLISHED BY THE COMMISSION IN 1927; (7) PREPARING, FOR PUBLICATION, OTHER INFORMATION CONCERNING AMERICAN ACTIVITIES, BATTLEFIELDS, MEMORIALS, AND CEMETERIES IN EUROPE; (8) CONDUCTING CORRESPONDENCE AND NEGOTIATIONS IN EUROPE; (9) APPOINTING CIVILIAN PERSONNEL EMPLOYED IN EUROPE; (10) PURCHASING SUPPLIES AND MATERIALS IN EUROPE; (11) DISBURSING AND ACCOUNTING FOR ALL FUNDS EXPENDED BY THE COMMISSION IN EUROPE

HISTORICAL SECTION

EXECUTIVE ASSISTANT

(1) COLLECTS, STUDIES, AND COMPILES HISTORICAL INFORMATION REGARDING THE OPERATIONS OF THE AMERICAN EXPEDITIONARY FORCES DURING THE WORLD WAR; (2) PREPARES MAPS AND MONOGRAPHS CONTAINING A DIGEST OF THIS INFORMATION WITH RESPECT TO EACH AMERICAN COMBAT DIVISION; (3) CHECKS ALL PROPOSED INSCRIPTIONS FOR MEMORIALS TO INSURE THEIR HISTORICAL ACCURACY; (4) STUDIES ALL HISTORICAL QUESTIONS AFFECTING THE COMMISSION'S WORK, AND MAKES REPORTS THEREON; (5) PREPARES DATA REQUIRED BY THE COMMISSION FOR USE IN CARRYING OUT ITS FUNCTION OF PUBLISHING INFORMATION CONCERNING AMERICAN ACTIVITIES AND BATTLEFIELDS IN EUROPE

AMERICAN BATTLE MONUMENTS COMMISSION

COMMISSIONERS

GENERAL JOHN J. PERSHING, *Chairman*; ROBERT G. WOODSIDE, *Vice Chairman*;
DAVID A. REED; JOHN PHILIP HILL; FINIS J. GARRETT; D. JOHN MARKEY;
MRS. CORA W. BAKER

X. H. PRICE (*Major, Corps of Engineers, U. S. A.*), *Secretary*; JAMES E. MANGUM,
Executive Assistant

European Office, American Government Office Building, 2, Avenue Gabriel,
Paris, VIII^e, France

Telephone, Anjou 75.62

Information, Room 6314, Department of Commerce Building, Fourteenth
Street, between Constitution Avenue and E Street NW., Washington, D. C.

Telephone, District 2200, Branch 515

Creation and Authority.—The American Battle Monuments Commission was created by act of Congress approved March 4, 1923. It derives its authority from this and subsequent acts and Executive orders (U. S. C., title 36, ch. 8; Executive Orders Nos. 6614 of Feb. 26, 1934, and 6690 of Apr. 25, 1934).

*** Purposes.**—In broad outline the principal purposes of the Commission are (1) to * commemorate the services of the American forces in Europe during the World War by the erection of suitable memorials, the preparation and publication of historical information, and in other ways; (2) to administer and maintain the American national cemeteries and memorials in Europe; and (3) to exercise control over the erection of memorials in Europe by American citizens, States, municipalities, or associations.

ACTIVITIES

Construction of American Memorials in Europe.—The Commission's construction program, which is now virtually completed, includes the following:

(a) The erection of a memorial chapel in each of the eight American cemeteries in Europe and the construction of service buildings, caretakers' houses, and masonry walls at the cemeteries where needed. The names of these cemeteries and their locations are as follows:

| <i>Name of cemetery</i> | <i>Location</i> |
|---------------------------------------|----------------------------------|
| Meuse-Argonne American Cemetery..... | Near Romagne, France. |
| St. Mihiel American Cemetery..... | Near Thiaucourt, France. |
| Oise-Aisne American Cemetery..... | Near Fere-en-Tardenois, France. |
| Aisne-Marne American Cemetery..... | Near Belleau, France. |
| Somme American Cemetery..... | Near Bony, France. |
| Flanders Field American Cemetery..... | Near Waereghem, Belgium. |
| Suresnes American Cemetery..... | At Suresnes, near Paris, France. |
| Brookwood American Cemetery..... | At Brookwood, England. |

(b) The improvement of the landscaping in each of the above cemeteries.

(c) The erection of 11 memorials at the following places outside of the cemeteries:

Montfaucon, France
 Montsec, France
 Near Chateau-Thierry, France
 Brest, France
 Tours, France
 Near Bellicourt, France

On Blanc Mont Ridge, in the Cham-
 pagne Region, France
 Audenarde, Belgium
 Near Ypres, Belgium
 Cantigny, France
 Gibraltar, Gibraltar

(d) The placing of two bronze memorial tablets, one at Chaumont, France, and the other at Souilly, France, to mark, respectively, the headquarters of the American Expeditionary Forces and the American First Army during the World War.

(e) The erection of a limited number of road signs showing directions to the American cemeteries and memorials in Europe.

Administration and Maintenance of American National Cemeteries and Memorials in Europe.—The Commission is responsible for the administration, supervision, and maintenance of the eight national cemeteries in Europe, containing the graves of 30,890 American dead, and of the chapels and other memorial features listed above.

Preparation and Publication of Historical Information.—(1) The Commission has prepared and published "A Guide to the American Battle Fields in Europe." This book, profusely illustrated and containing numerous maps and charts, gives an account of America's part in the World War, and includes detailed itineraries of battle-field tours. The first edition of this book, 20,000 copies, was sold by the Government Printing Office within 9 months after publication. A new edition is being prepared for publication during 1935. (2) Other historical data are now in preparation, covering operations of American divisions during the World War. It is planned to publish these data during 1935. (3) The Commission has taken numerous photographs showing the terrain of the various battlefields where American forces were engaged during the World War. These photographs, when assembled, will be of wide interest and of great value to historians.

Control over the Erection of Additional Memorials in Europe by Americans.—Under agreements with the French and Belgian Governments, no World War memorials may be erected in these countries by Americans without the advance approval of the American Battle Monuments Commission. Many reasons made it apparent that the number of such memorials should be restricted. The policy finally adopted, however, does not prevent the Commission from approving such memorials if they are utilitarian in nature and meet other required standards.

Approved:

* JOHN J. PERSHING,
*Chairman.**
 (2-25-35)

ARLINGTON MEMORIAL AMPHITHEATER COMMISSION

MEMBERS

GEORGE H. DERN, *Secretary of War, Chairman*; CLAUDE H. SWANSON, *Secretary of the Navy*; COLONEL EDMOND R. TOMPKINS, *Depot Quartermaster of the Army in Washington, Executive and Disbursing Officer*

Information, Room 2114, Munitions Building, Constitution Avenue and Twentieth Street NW., Washington, D. C.

Telephone, NATIONAL 2520, Branch 1781

Creation and Authority.—The Arlington Memorial Amphitheater Commission was created by the act of Congress approved March 4, 1921 (41 Stat. 1440).

Purpose.—Through the President of the United States, the Commission reports annually to Congress, as to what inscriptions, tablets, busts, or other memorials (if any) shall be erected, and what bodies of deceased members of the Army, Navy, and Marine Corps (if any) shall be entombed during the next ensuing year within the Arlington Memorial Amphitheater in Arlington National Cemetery. No such memorial construction nor entombment may be made without special authorization of an act of Congress. In making its recommendations to Congress regarding memorials, the Commission is required by law to consult with the Commission of Fine Arts upon the artistic aspects of the project under construction.

Organization.—The act provides that the Commission consist of the Secretary of War and the Secretary of the Navy, with the former designated as chairman. It also states that the Depot Quartermaster of the Army in Washington shall be its executive and disbursing officer.

Approved.

GEORGE H. DERN,
Chairman.

WAR HISTORY MEMORIAL AND MUSEUM
WASHINGTON

1. The War History Memorial and Museum is a national institution for the collection, preservation, and display of war-related artifacts, documents, and other historical materials. It is located in Washington, D.C., and is open to the public.

2. The War History Memorial and Museum is a national institution for the collection, preservation, and display of war-related artifacts, documents, and other historical materials. It is located in Washington, D.C., and is open to the public.

3. The War History Memorial and Museum is a national institution for the collection, preservation, and display of war-related artifacts, documents, and other historical materials. It is located in Washington, D.C., and is open to the public.

PERRY'S VICTORY MEMORIAL COMMISSION

OFFICERS

WEBSTER P. HUNTINGTON, *President*; CHARLES B. PERRY, *Vice President*;
RICHARD S. FOLSOM, *Secretary*; WILLIAM SCHNOOR, *Treasurer*; HARRY E.
DAVIS, *Auditor*

General office, Put-In Bay, Ohio. William Schnoor, Custodian. Telephone
No. 1

Information, President's office, Mt. Sterling, Ky. Telephone No. 357, or
Secretary's office, 228 North La Salle Street, Chicago, Ill.

Creation and Authority.—The Perry's Victory Memorial Commission was created by the Act of Congress approved March 3, 1919 (40 Stat. 1322).

Purpose.—The Commission is charged with the administration of the Perry's Victory Memorial at Put-In Bay, South Bass Island, Lake Erie, Ohio, which commemorates the victory of Commodore Oliver H. Perry and his men in the Battle of Lake Erie, September 10, 1813, the northwestern campaign of Gen. William Henry Harrison in the War of 1812, and a century of peace between English-speaking peoples. It is dedicated to the principle of international peace by arbitration and disarmament and is the first public work in the world so dedicated. The memorial was erected jointly by the Federal Government and the States of Ohio, Pennsylvania, Michigan, Illinois, Wisconsin, New York, Rhode Island, Kentucky, and Massachusetts.

Organization.—The membership of the Commission is specified in the act. The members formerly composed an interstate board, which was appointed under legislative authority by the governors of the States above named. The act provided for the appointment of their successors by the President of the United States. They serve without compensation.

Duties of the Commission.—The Commission is vested with management of the memorial and is required to report annually to the Secretary of the Interior all receipts and disbursements of money and regarding the physical condition of the Memorial property. Operating costs are defrayed with revenue derived from small fees charged the public for elevator service to the top of the monument. It has been self-sustaining since opened to the public in 1915.

Description of Memorial.—The world's second highest monument, the memorial is constructed entirely of Massachusetts granite to form a Grecian Doric column 352 feet high, 45 feet in diameter at the base, and 35 feet, 6 inches at the neck. The rotunda is 27 feet in diameter, done in Italian marble and Indiana limestone, and contains numerous historical carved stone and bronze tablets. At the top is a spacious and beautiful rotunda and a spectators' gallery capable of accommodating 300 people in the open air. Its physical setting in a park of 14 acres on the isthmus of Put-In Bay Island, with Lake Erie on both sides, gives it the appearance of rising from the water. It is illuminated at night by means of floodlights.

Approved.

WEBSTER B. HUNTINGTON,
President.

WASHINGTON NATIONAL MONUMENT SOCIETY

OFFICERS

FRANKLIN D. ROOSEVELT, *President of the United States, President Ex Officio*; THE GOVERNORS OF THE SEVERAL STATES, *Ex Officio Vice Presidents*; WILLIS VAN DEVANTER, *Associate Justice, Supreme Court of the United States, First Vice President*; CHARLES C. GLOVER, *Second Vice President*; THEODORE W. NOYES, *Treasurer*; WILLIAM R. HARR, *Secretary*

MEMBERS

HERBERT PUTNAM, LIEUT. COL. U. S. GRANT, 3d, RT. REV. JAMES E. FREEMAN, FREDERIC A. DELANO, GEORGE E. HAMILTON, ROBERT WALTON MOORE, LOGAN HAY, GILBERT H. GROSVENOR, CLOYD HECK MARVIN, MAJ. GEN. OMAR BUNDY, REAR ADMIRAL WALTER R. GHERARDI, MARK SULLIVAN, CARY T. GRAYSON

Information, Office of Secretary, Room 1243, Department of Justice Building, Constitution Avenue, between Ninth and Tenth Streets NW., Washington, D. C.

Telephone, NATIONAL 0185, Branch 252

Creation and Purpose.—The Washington National Monument Society was organized by a body of citizens in the City of Washington who met at the City Hall on September 26, 1833. (Senate Document No. 224, 57th Cong., 2d sess.) The Society was authorized by Joint Resolution of Congress approved January 31, 1848 (9 Stat. 333) to erect the proposed monument to George Washington upon such portion of the public grounds or reservations as might be selected by the President of the United States and the Board of Managers of the Society as a suitable site. The site was selected by said parties and set aside by a deed from the President dated April 12, 1848 (Liber J. A. G. No. 2, folio 12).

The Society was incorporated and chartered by act of Congress approved February 26, 1859 (11 Stat. 386, c. 60), for the purpose of completing the erection of the Monument then in progress.

The Society was continued by acts of Congress approved August 2, 1876 (19 Stat. 123, c. 250), and October 2, 1888 (25 Stat. 505, 533, c. 1069).

The foundation and first 156 feet of the Monument were constructed by the Society with funds obtained by it from the public. By the act of August 2, 1876 (*supra*), Congress provided for the transfer of the Monument property from the Society to the United States and made an appropriation of \$200,000 for its completion under the direction and supervision of certain Government officials

and the first vice president of the Society. Further appropriations for the completion of the Monument, to be expended under the direction of the Secretary of War, were made by Congress in the act of October 2, 1888 (*supra*).

The Society is maintained entirely by private funds and receives no appropriation of public funds from Congress. It acts now only in an advisory capacity with respect to matters concerning the Monument.

Approved.

WILLIAM R. HARR,
Secretary.

ИСТОРИКО-ЭКОНОМИЧЕСКАЯ ГЕОГРАФИЯ



NATIONAL CAPITAL PARK AND PLANNING COMMISSION

THE PRESIDENT OF THE UNITED STATES

NATIONAL CAPITAL PARK AND PLANNING COMMISSION

CHAIRMAN
VICE CHAIRMAN

CHIEF OF ENGINEERS, U. S. ARMY
ENGINEER COMMISSIONER, D. C.

DIRECTOR OF THE NATIONAL PARK SERVICE
CHIEF, UNITED STATES FOREST SERVICE

CHAIRMAN, COMMITTEE ON THE DISTRICT OF COLUMBIA,
UNITED STATES SENATE

CHAIRMAN, COMMITTEE ON THE DISTRICT OF COLUMBIA,
UNITED STATES HOUSE OF REPRESENTATIVES

FOUR EMINENT CITIZENS APPOINTED BY THE PRESIDENT

DIRECTOR OF THE NATIONAL PARK SERVICE, EXECUTIVE OFFICER

ADMINISTRATIVE DIVISION

SECRETARY

IS IN CHARGE OF THE COMMISSION'S RECORDS, SUPPLIES, TRANSPORTS, ACCOUNTS, PLANS, MAPS, AND BLUEPRINTS. DIRECTION OF ADMINISTRATIVE, EXECUTIVE, AND OTHER ADMINISTRATIVE FUNCTIONS AND LEGAL MATTERS. PREPARES AND KEEPS OFFICIAL RECORDS OF THE COMMISSION'S MEETINGS AND WORK. IS RESPONSIBLE FOR EDITING ANNUAL REPORT AFTER PREPARATION OF TECHNICAL PARTS BY DIRECTOR OF PLANNING. REPRESENTS THE COMMISSION AS ONE OF THE MEMBERS OF THE COORDINATING COMMITTEE. MAINTAINS OFFICIAL RELATIONS AND CONTACTS ON ADMINISTRATIVE MATTERS WITH THE DISTRICT OF COLUMBIA OFFICIALS AND AGENCIES. RESPONSIBLE FOR LAND ACQUISITIONS AFTER COMPLETION OF NEGOTIATIONS. AGREEMENTS WITH FEDERAL, STATE, AND DISTRICT OF COLUMBIA OFFICIALS. PREPARES LEGISLATION AND ASISTS EXECUTIVE OFFICER AND COMMISSION IN SECURING ITS PASSAGE.

SECRETARY
ASSISTANT SECRETARY
CLERK

PLANNING DIVISION

DIRECTOR OF PLANNING

IS IN RESPONSIBLE CHARGE OF ALL PLANNING, AS DEFINED BY ACT OF CONGRESS, AND OF THE PREPARATION OF CORRESPONDENCE, REPORTS, PLANS, MAPS, CHARTS, AND STATISTICS RELATED THEREOF; RECOMMENDS ADOPTION OF PLANNING PROJECTS, PARK-TRAIL LINES, ZONING, AND OTHER PLANNING POLICIES; PREPARES TECHNICAL PARTS OF ANNUAL REPORTS AND AGENDA OF MEETINGS; REPRESENTS COMMISSION ON COORDINATING AND OTHER TECHNICAL COMMITTEES AND AT MEETINGS AND HEARINGS OF CONGRESS AND OTHER AGENCIES; PREPARES AND KEEPS OFFICIAL RECORDS AND OBTAINS PLANS AND RECORDS FROM DISTRICT OF COLUMBIA OFFICIALS AND AGENCIES OF FEDERAL, STATE, DISTRICT, AND LOCAL GOVERNMENTS. REPORTS DIRECTLY TO THE EXECUTIVE OFFICER AND THE COMMISSION.

DIRECTOR OF PLANNING
CITY PLANNER
LANDSCAPE ARCHITECT
ASSOCIATE ENGINEER
ASSISTANT LANDSCAPE ARCHITECT
JUNIOR LANDSCAPE ARCHITECTS
DRAFTSMAN
CLERK

LAND PURCHASING DIVISION

LAND PURCHASING OFFICER

HAS COMPLETE CHARGE OF NEGOTIATIONS FOR AND PURCHASE OF LAND, AND OF ALL CORRESPONDENCE AND CONTACTS WITH PUBLIC ON LAND PURCHASE MATTERS. IS APPRAISER FOR COMMISSION IN DISTRICT OF COLUMBIA, MARYLAND, AND VIRGINIA. ADVISES OTHER GOVERNMENT AGENCIES AND PRIVATE BUILDINGS AND DEVELOPMENTS AFFECTING PROJECTS OF COMMISSION. ADVISES EXECUTIVE OFFICER AS TO INSTITUTION OF CONCANNONATION PROCEDURE AND COOPERATES WITH DEPARTMENT OF JUSTICE THEREON. CONFERS WITH DIRECTOR OF PLANNING AND STAFF ON REAL ESTATE MATTERS PERTAINING TO PROJECTS.

LAND PURCHASING OFFICER AND APPRAISER

NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MEMBERS OF THE COMMISSION

FREDERIC A. DELANO, *Chairman*; J. C. NICHOLS, W. A. DELANO, HENRY V. HUBBARD, *Ex-Officio Members*; MAJ. GEN. EDWARD M. MARKHAM, *Chief of Engineers of the United States Army*; LT. COL. DANIEL I. SULTAN, *Engineer Commissioner of the District of Columbia*; F. A. SILCOX, *Chief of the Forest Service*; ARNO B. CAMMERER, *Director of National Park Service*; WILLIAM H. KING, *Chairman of the District of Columbia Committee of the United States Senate*; and MARY T. NORTON, *Chairman of the District of Columbia Committee of the House of Representatives*

OFFICERS

FREDERIC A. DELANO, *Chairman*; ARNO B. CAMMERER, *Executive Officer*; T. S. SETTLE, *Secretary and Legal Adviser*; JOHN NOLEN, JR., *Director of Planning*; * NORMAN C. BROWN, *Associate Land Purchasing Officer*; and T. C. JEFFERS, *Landscape Architect*

Information, Room 1621, Navy Building, Eighteenth Street and Constitution Avenue NW., Washington, D. C.

Telephone, National 2520, Branch 1477

Creation and Authority.—The Commission, by the act of April 30, 1926 (44 Stat. 374), became successor to the National Capital Park Commission which had been created previously by the act of June 6, 1924 (43 Stat. 463). The Commission is also successor to the Highway Commission of the District of Columbia.

Purpose.—The Commission was created to plan and acquire an adequate system of parks, parkways, and playgrounds, and to preserve the forests and natural scenery in and about the National Capital, and to prepare a coordinated city and regional plan for the District of Columbia and environs.

Organization.—The Commission is composed of 10 persons—six ex-officio members and four appointed members. The ex-officio members are: Chief of Engineers of the Army, Engineer Commissioner of the District of Columbia, Chief of the Forest Service, Director of National Park Service, Chairman of District of Columbia Committee of the United States Senate, Chairman of District of Columbia Committee of the House of Representatives. In addition, four eminent citizens, well qualified and experienced in city planning, one of whom must be a bona fide resident of the District of Columbia, are appointed for a term of six years by the President of the United States. The latter members serve without compensation.

The Director of the National Park Service is executive officer of the Commission. Under the executive officer the Commission has a small skeleton organization of specialists. From time to time the Commission employs consulting specialists under the authority of its basic act to make studies in housing *traffic and transportation,* and various other phases of city planning; it employs from time to time engineers to survey the areas which it proposes to purchase; and when necessary it borrows employees from *and cooperates with * various branches of the Federal and District Governments.

Funds.—Appropriations for the staff and other operating expenses are included in the annual appropriation for the District of Columbia. *Appropriations for land acquisition are made by the Federal Government and reimbursed by the District of Columbia at the minimum rate of \$300,000 per annum.*

ACTIVITIES

The Commission is Charged with the Following Functions:

* 1. To prepare, develop and maintain a comprehensive, consistent, and coordinated plan for the National Capital and its environs, including recommendations to the proper executive authorities as to traffic and transportation; plats and subdivisions; highways, parks and parkways; school and library sites; playgrounds; drainage, sewer, and water supply; housing, building, and zoning regulations; public and private buildings; bridges and waterfronts; commerce and industry; and other proper elements of city and regional planning.

2. To administer, in conjunction with the Commissioners of the District of Columbia, laws concerning the permanent system of highways plan, providing for changes in the existing highway plan that may be initiated by the Commissioners and submitted to the Park and Planning Commission for approval. In this capacity it took over all the functions of the former Highway Commission, which it succeeded in 1926.

3. To provide for the comprehensive, systematic, and continuous development of the park, parkway and playground system of the National Capital, and especially:

(a) To preserve the flow of water in Rock Creek.

(b) To prevent the pollution of Rock Creek and the Potomac and Anacostia Rivers.

(c) To preserve forests and natural scenery in and about Washington.

4. To acquire such lands as are necessary and desirable for the suitable development of the National Capital's park, parkway and playground system, including acquisition, establishment and development of the George Washington Memorial Parkway along the Potomac from Mount Vernon to Great Falls, and additional lands for extension of the District park system into nearby Maryland

and Virginia under such financial arrangements as agreed upon with the proper authorities of those states and as authorized by Congress.

5. To carry out the above general duties Congress has passed from time to time more than a score of special acts detailing specific duties or functions to the Commission.

Committees Appointed by the Commission.—One of the purposes of the act setting up the Park and Planning Commission was to obtain the maximum amount of cooperation and correlation of effort between the departments, bureaus and commissions of the Federal and District Governments. The Commission also is authorized to act in conjunction and cooperation with authorities of the States of Maryland and Virginia who may be designated for this purpose. To carry out this responsibility, the Commission has appointed a number of committees.

The principal committee, in existence since the formation of the Commission, is known as the Coordinating Committee of the National Capital Park and Planning Commission. This committee meets every two weeks to coordinate the work of the several authorities with the plans of the Commission, and to study projects and make recommendations prior to their submission to the Commission. The committee is composed of representatives of the District of Columbia Government, the Treasury Department, the United States Engineers Office of the War Department, the office of the National Park Service, and the National Capital Park and Planning Commission. Representatives of other agencies meet with the committee on special problems in which they are concerned.

The commission has established other committees which function from time to time as the need arises. A committee on a recreation system plan, representative of all the authorities concerned, formulated a plan subsequently adopted by the Commission in 1930. A Washington Regional Drainage and Sewerage Committee has accomplished important coordination on pollution problems originating in the District and adjoining jurisdictions. A special joint committee on stream pollution has been studying the Rock Creek drainage area. Other committees on the parking and traffic problem, regional highways, and recreation, have accomplished equally material results.*

Approved.

FREDERIC A. DELANO,
Chairman.

COMMISSION OF FINE ARTS

COMMISSIONERS

CHARLES MOORE, *Chairman*; EGERTON SWARTWOUT, *Vice Chairman*; GILMORE D. CLARK, LEE LAWRIE, JOHN M. HOWELLS, EUGENE F. SAVAGE, and CHARLES A. COOLIDGE. H. P. CAEMMERER, *Secretary and Administrative Officer*

Information, Room 3074, Navy Department Building, Constitution Avenue at Eighteenth Street NW., Washington, D. C.

Telephone, DIstrict 2900, Branch 919

Creation and Authority.—The Commission of Fine Arts was created by the act of Congress approved May 17, 1910 (36 Stat. 371), and its duties were increased by provisions contained in the Shipstead-Luce Act of May 16, 1930 (46 Stat. 366).

Purpose.—As the Government's official advisory body upon matters of art, the Commission makes recommendations concerning the artistic aspects of the design and location of public statues, fountains, monuments, and similar projects of the Federal Government in the District of Columbia. It renders advice in the selection of both models and artists for the execution of such works, upon the artistic merits of designs for medals, insignia, and coins, and upon all other questions of art with which the Federal Government is concerned. It is charged with the artistic consideration and approval of plans for public buildings and parks in the District of Columbia, and has control over certain portions of the District of Columbia in the matter of private buildings.

Organization.—The Commission is composed of seven "well-qualified judges of the fine arts", who are appointed by the President for 4-year terms to serve until their successors are appointed and qualified.

Approved.

CHARLES MOORE,
Chairman.

COMMISSION OF THE AIRS

1927-1928

The Commission of the Airs was organized in 1927 to study the problems of the air and to make recommendations to the Government.

The Commission was composed of the following members:

Chairman: Mr. J. M. Smith

The Commission held its first meeting on January 10, 1927, at the Department of the Interior. The first order of business was the reading of the report of the previous year's work. The report was read by Mr. J. M. Smith, Chairman of the Commission. The report was a comprehensive one, covering the work of the Commission during the year. It was a most interesting and valuable report, and it was well received by the members of the Commission. The report was then discussed by the members of the Commission, and they agreed to accept it. The Commission then turned to the consideration of the work for the coming year. It was decided that the Commission should continue its work on the problems of the air, and that it should make recommendations to the Government on the basis of its findings. The Commission also decided to hold a series of public hearings on the problems of the air, in order to hear the views of the public on these problems. The Commission then adjourned its meeting for the year.

Secretary: Mr. J. M. Smith

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ADVISORY COUNCIL OF THE NATIONAL ARBORETUM

COUNCIL MEMBERS

FREDERIC A. DELANO, *Chairman*; HENRY S. GRAVES; VERNON KELLOGG; HARLAN P. KELSEY; JOHN C. MERRIAM; FREDERICK LAW OLMSTED; MRS. HAROLD I. PRATT; ROBERT PYLE

ACTING DIRECTOR OF NATIONAL ARBORETUM.—FREDERICK V. COVILLE, *Bureau of Plant Industry, Department of Agriculture*

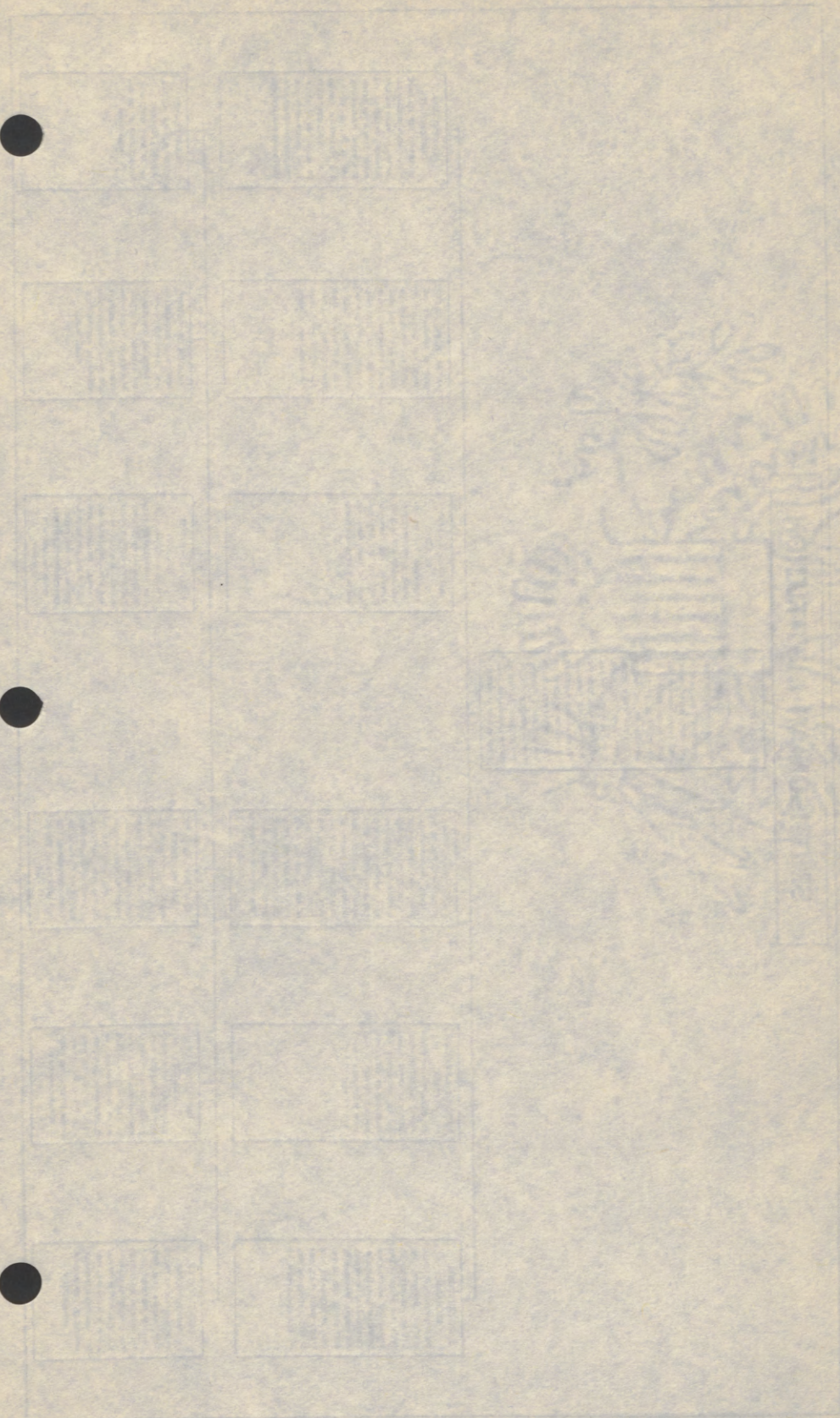
Information, Room 6094, Department of Agriculture, South Building, Independence Avenue, between Twelfth and Fourteenth Streets SW., Washington, D. C.

Telephone, DIstrict 6350, Branch 2471

Creation and Purpose.—The Advisory Council of the National Arboretum was created through appointment by the Secretary of Agriculture, pursuant to authority contained in the act which established the National Arboretum under the Department of Agriculture (Pub., No. 799, 69th Cong.), approved March 4, 1927. The Council was formed as an advisory body to make recommendations concerning the establishment and maintenance of the National Arboretum for purposes of research and education regarding tree and plant life. The Council, as a body, does not hold regular or frequent meetings, but individual members or groups of members attend to matters with which the Council is concerned.

Approved.

FREDERIC A. DELANO,
Chairman.



SMITHSONIAN INSTITUTION

SMITHSONIAN INSTITUTION

SECRETARY

ASSISTANT SECRETARY

FUNCTIONS: "THE INCREASE AND DIFFUSION OF KNOWLEDGE AMONG MEN" AS PROVIDED IN THE REQUEST OF THE UNITED STATES BY JAMES SMITHSON TO THE UNITED STATES AND OTHER STATES. COURT GIFTS AND ECONOMIC SUPPORTS WITH POLITICAL AND SCIENTIFIC INFORMATION AND PHILANTHROPIC AND EDUCATIONAL INTERESTS. ITS OWN AND OUTSIDE WORK. FOUR WORLD-WIDE INSTITUTIONS. THE FEDERAL ACTIVITIES AND ACTIVITIES FROM SMITHSONIAN INSTITUTION.

INTERNATIONAL EXCHANGES

THE INTERCHANGE OF PHILANTHROPY, ACQUISITION, AND LITERARY PUBLICATIONS BETWEEN THE UNITED STATES GOVERNMENT AND AMERICAN INSTITUTIONS AND INDIVIDUALS AND FOREIGN GOVERNMENTS, INSTITUTIONS, AND INDIVIDUALS. IN ACCORDANCE WITH TREATY SIGNED AT BRUSSELS BY THE UNITED STATES AND FOREIGN GOVERNMENTS.

NATIONAL ZOOLOGICAL

THE COLLECTION AND CONSERVATION OF THE NATIONAL COLLECTION OF LIVING ANIMALS FOR THE INSTRUCTION AND RECREATION OF THE PEOPLE. RECEIVES SUPPORT IN PART FROM SMITHSONIAN PRIVATE FUNDS.

NATIONAL MUSEUM

CREATES, PRESERVES, STUDY, AND EXHIBITION OF THE COLLECTIONS OF NATURAL HISTORY, INCLUDING ART, MINERALOGY, GEOLOGY, AND OTHER SCIENTIFIC ARTS. RECEIVES SUPPORT IN PART FROM THE FEDERAL GOVERNMENT ACT OF APRIL 18, 1846, AND FROM SMITHSONIAN INSTITUTION. RECEIVES SUPPORT IN PART FROM SMITHSONIAN PRIVATE FUNDS.

NATIONAL GALLERY OF ART

RESPONSIBLE FOR THE COLLECTION, PRESERVATION, AND EXHIBITION OF THE NATIONAL COLLECTION OF PAINT ARTS. RECEIVES SUPPORT IN PART FROM THE SMITHSONIAN PRIVATE FUNDS.

AMERICAN ETHNOLOGY

STUDY OF LANGUAGES, CUSTOMS, AND CULTURES OF THE AMERICAN INDIAN AND INDIAN TRIBES. RECEIVES SUPPORT IN PART FROM THE SMITHSONIAN PRIVATE FUNDS.

ASTROPHYSICAL OBSERVATORY

RESPONSIBLE FOR THE BASE INVESTIGATION OF SOLAR RADIATION, ON WHICH ALL LIFE ON EARTH DEPENDS. RECEIVES SUPPORT IN PART FROM THE SMITHSONIAN PRIVATE FUNDS.

ANTHROPOLOGY

RESPONSIBLE FOR THE COLLECTION, PRESERVATION, AND EXHIBITION OF THE NATIONAL COLLECTIONS OF EXTINCT ANIMALS AND PLANTS OF THE WORLD. INCLUDES HUMANAL EVIDENCE, INCLUDING FOSILS, ANTHROPOLOGY, ETHNOLOGY, AND ANTHROPOLOGY.

BIOLOGY

RESPONSIBLE FOR THE COLLECTION, PRESERVATION, AND EXHIBITION OF THE NATIONAL COLLECTIONS OF EXTINCT ANIMALS AND PLANTS OF THE WORLD. INCLUDES HUMANAL EVIDENCE, INCLUDING FOSILS, ANTHROPOLOGY, ETHNOLOGY, AND ANTHROPOLOGY.

ARTS AND INDUSTRIES

RESPONSIBLE FOR THE COLLECTION, PRESERVATION, AND EXHIBITION OF THE NATIONAL COLLECTIONS OF ARTS AND INDUSTRIES, INCLUDING RAW MATERIALS, PROCESSED PRODUCTS, INCLUDING FINISHED PRODUCTS, INCLUDING ARTS, MEDICINE, AND ARTS.

GEOLOGY

RESPONSIBLE FOR THE COLLECTION, PRESERVATION, AND EXHIBITION OF THE NATIONAL COLLECTIONS OF MINERALS, ROCKS, AND OTHER GEOLOGICAL MATERIALS. INCLUDES STRATIGRAPHY, MINERALOGY, AND APPLIED GEOLOGY. RECEIVES SUPPORT IN PART FROM SMITHSONIAN PRIVATE FUNDS.

DIVISION OF HISTORY

RESPONSIBLE FOR THE COLLECTION, PRESERVATION, AND EXHIBITION OF THE NATIONAL COLLECTIONS OF HISTORICAL DOCUMENTS, MANUSCRIPTS, AND NAVAL MATERIALS AND PHILATELIC COLLECTIONS.

MAINTENANCE

RESPONSIBLE FOR HEATING, LIGHTING, REPAIRING, AND SIMILAR WORK CONCERNING THE BUILDINGS OF THE SMITHSONIAN GROUP.

SMITHSONIAN INSTITUTION

THE ESTABLISHMENT

FRANKLIN D. ROOSEVELT, *President of the United States*; JOHN N. GARNER, *Vice President of the United States*; CHARLES EVANS HUGHES, *Chief Justice of the United States*; CORDELL HULL, *Secretary of State*; HENRY MORGENTHAU, JR., *Secretary of the Treasury*; GEORGE H. DERN, *Secretary of War*; HOMER S. CUMMINGS, *Attorney General*; JAMES A. FARLEY, *Postmaster General*; CLAUDE A. SWANSON, *Secretary of the Navy*; HAROLD L. ICKES, *Secretary of the Interior*; HENRY A. WALLACE, *Secretary of Agriculture*; DANIEL C. ROPER, *Secretary of Commerce*; FRANCES PERKINS, *Secretary of Labor*

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OFFICERS

C. G. ABBOT, *Secretary*; ALEXANDER WETMORE, *Assistant Secretary*; H. W. DORSEY, *Administrative Assistant to the Secretary*; NICHOLAS W. DORSEY, *Treasurer and Administrative Accountant*; WEBSTER P. TRUE, *Editor*; WILLIAM L. CORBIN, *Librarian*

GOVERNMENT BUREAUS UNDER DIRECTION OF SMITHSONIAN INSTITUTION

NATIONAL MUSEUM

ALEXANDER WETMORE, *Assistant Secretary in Charge*; JOHN E. GRAF, *Associate Director*; LEONHARD STEJNEGER, R. S. BASSLER, C. W. MITMAN, *Head Curators*

NATIONAL GALLERY OF ART

R. P. TOLMAN, *Acting Director*

FREE GALLERY OF ART

JOHN E. LODGE, *Curator*

BUREAU OF AMERICAN ETHNOLOGY

M. W. STIRLING, *Chief*

INTERNATIONAL EXCHANGES

C. G. ABBOT, *Secretary in Charge*; C. W. SHOEMAKER, *Chief Clerk*

NATIONAL ZOOLOGICAL PARK

WILLIAM M. MANN, *Director*; ERNEST P. WALKER, *Assistant Director*

ASTROPHYSICAL OBSERVATORY

C. G. ABBOT, *Director*; LOYAL B. ALDRICH, *Assistant Director*

DIVISION OF RADIATION AND ORGANISMS

(Supported by Smithsonian private funds)

C. G. ABBOT, *Director*; EARL S. JOHNSTON, *Assistant Director*

Information, Room 219, Smithsonian Building, near Tenth Street and Independence Avenue SW., Washington, D. C.

Telephone, NATIONAL 1811, Branch 15

Creation and Purpose.—The Smithsonian Institution was created by act of Congress approved August 10, 1846 (9 Stat. 103), under the terms of the will of James Smithson, of London, England, who in

1826 bequeathed his fortune to the United States to found, at Washington, under the name of the "Smithsonian Institution", an establishment for the "increase and diffusion of knowledge among men."

Through the Hodgkins fund, the income from \$100,000 for the purpose of increasing and diffusing knowledge regarding the nature and properties of atmospheric air in connection with the welfare of man, grants have been made, publications issued, and medals and prizes awarded.

The library of the Smithsonian Institution (of which the Smithsonian deposit in the Library of Congress, the library of the United States National Museum, and that of the Bureau of American Ethnology are the chief units) consists mainly of scientific publications, including reports, proceedings, and transactions of the learned societies and institutions of the world, numbering more than 800,000 volumes, pamphlets, and charts.

Organization.—The Smithsonian Institution is legally an establishment having as its members the President of the United States, the Vice President, the Chief Justice, and the members of the President's Cabinet. It is governed by a Board of Regents, consisting of the Vice President, the Chief Justice, three Members each of the United States Senate and the House of Representatives, and six citizens of the United States appointed by joint resolution of Congress. The Secretary of the Institution is its executive officer and the director of its activities.

GOVERNMENT BUREAUS UNDER THE DIRECTION OF THE SMITHSONIAN INSTITUTION

International Exchange Service.—The International Exchange Service is the agency of the United States Government for the exchange of scientific, literary, and governmental publications with foreign governments, institutions, and investigators.

Bureau of American Ethnology.—The Bureau of American Ethnology collects and publishes information relating to the American Indians and the natives of Hawaii.

Astrophysical Observatory.—The Astrophysical Observatory investigates solar radiation and other solar phenomena. The work of this observatory is carried on partly in Washington, D. C., and partly at stations located on Mount Wilson and Table Mountain in California, Mount Montezuma near Calama, Chile, and Mount St. Katherine on the Sinai Peninsula, Egypt.

National Zoological Park.—The National Zoological Park covers an area of 175 acres and is located in the Rock Creek Valley, 2 miles north of the center of Washington. Its collection comprises about 2,400 animals.

United States National Museum.—The United States National Museum is the depository of the national collections. It is especially rich in the natural science of America, including zoology, entomology, botany, geology, paleontology, archeology, ethnology, and physical anthropology, and has extensive series relating to the arts and industries, the fine arts, and history. The great study series in the the various fields of natural science form the basis for fundamental researches in pure science, upon which the structure of applied science is built. The collections in the field of history comprise art, antiquarian, military, naval, numismatic, and philatelic materials, and include many historic objects relating to the period of the World War. The arts and industries collections consist of objects relating to engineering, textiles, graphic arts, and medicine, and include raw materials, processes of manufacture, and finished products. The aircraft display includes among others the historic airplanes of Langley, Wright, and Curtiss, and Lindbergh's *Spirit of St. Louis*.

National Gallery of Art.—The National Gallery of Art is the depository for those portions of the national collections relating to the fine arts, including principally paintings and sculpture. It contains, among other exhibits, the George P. Marsh collection of etchings, engravings, and books on art; the Harriet Lane Johnston collection, including a number of portraits by British masters; the Ralph Cross Johnson collection of paintings by Italian, French, English, Flemish, and Dutch masters; and the William T. Evans collection of paintings by contemporary American artists.

An important addition to the National Gallery was made in June 1929 by the gift of Mr. John Gellatly, of New York, of his notable art collection, containing more than 150 pictures by eminent American and foreign artists, large collections of glass, jewels, oriental specimens, antique furniture, and other valuable material—the entire collection valued at several million dollars. By the terms of the gift, the collection was brought to Washington on April 30, 1933, and is now on exhibition in the National Gallery. A large additional gift was made by Mr. Gellatly in August 1930.

The Freer Gallery of Art (a unit of the National Gallery) is contained in a separate building provided by the late Charles L. Freer, of Detroit, especially designed and constructed to house the notable collection also presented by him. This comprises numerous paintings, etchings, etc., by Whistler, Tryon, Dewing, Thayer, and other American artists, and extensive examples of Japanese and Chinese art. This collection is to the art and archeology of the Far East what the Cairo Museum is to that of Egypt.

Division of Radiation and Organisms.—(Supported by Smithsonian private funds). The Division of Radiation and Organisms was

established in 1929 for the purpose of making scientific investigations relating to the effect of radiation upon the growth and life of plants and animals. It is supported by Smithsonian private funds.

Approved.

C. G. ABBOT,
Secretary.

H. W. DORSEY,
Administrative Assistant to the Secretary.

NATIONAL ARCHIVES

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

THIS COMMISSION IS DIRECTED TO MAKE PLANS, ESTIMATES, AND RECOMMENDATIONS FOR THE PUBLISHING (OR OTHERWISE RECORDING) AT PUBLIC EXPENSE OF APPROPRIATE HISTORICAL WORKS AND COLLECTIONS OF SOURCES, ITS MEMBERS, WHO SERVE WITHOUT COMPENSATION EXCEPT REIMBURSEMENT OF TRAVEL EXPENSES, ARE THE ARCHIVIST OF THE UNITED STATES, WHO IS THE CHAIRMAN, THE HISTORICAL ADVISER OF THE DEPARTMENT OF STATE, THE CHIEF OF THE HISTORICAL SECTION OF THE WAR DEPARTMENT, GENERAL STAFF, THE SUPERINTENDENT OF NAVAL RECORDS IN THE NAVY DEPARTMENT, THE CHIEF OF THE DIVISION OF MANUSCRIPTS OF THE LIBRARY OF CONGRESS, AND TWO MEMBERS OF THE AMERICAN HISTORICAL ASSOCIATION APPOINTED BY THE PRESIDENT THEREOF.

ARCHIVIST OF THE UNITED STATES

THE DUTIES OF THE ARCHIVIST OF THE UNITED STATES, AS SET FORTH IN PUBLIC ACT NO. 432, SEVENTY-THIRD CONGRESS, 1914, INCLUDE THE APPOINTMENT OF ALL EMPLOYEES (EXCEPT THOSE WITH SALARIES OF \$1,000 OR OVER, WHO ARE TO BE APPOINTED BY THE PRESIDENT, BY AND WITH THE ADVICE AND CONSENT OF THE SENATE), THE INSPECTING AND APPRAISING, PERSONALLY OR BY DEPUTY, OF THE ARCHIVES OF ANY GOVERNMENT AGENCY WHATSOEVER ON WHERESOEVER LOCATED, THE REGISTRATION, TRANSFERRING, STORING, AND PRESERVING IN THE NATIONAL ARCHIVES BUILDING OF ALL ARCHIVES APPROVED FOR SUCH TRANSFER BY THE NATIONAL ARCHIVES COUNCIL, THE MAKING OF REGULATIONS FOR THE ARRANGEMENT, CUSTODY, USE, AND WITHDRAWAL OF MATERIALS DEPOSITED IN THE NATIONAL ARCHIVES BUILDING; SERVING AS CHAIRMAN OF THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION IN MAKING PLANS, ESTIMATES, AND RECOMMENDATIONS FOR THE PUBLISHING OF HISTORICAL WORKS AND COLLECTIONS OF SOURCES; SERVING AS A MEMBER OF THE NATIONAL ARCHIVES COUNCIL, WHICH DETERMINES WHAT CLASSES OF MATERIAL SHALL BE TRANSFERRED TO THE NATIONAL ARCHIVES BUILDING, PROVIDING FOR THE ACCEPTANCE, STORAGE, AND PRESERVATION OF HISTORICAL NOTION PICTURE FILM AND SOUND RECORDINGS, THE MAKING OF RECOMMENDATIONS TO CONGRESS REGARDING THE DISPOSAL OF USELESS PAPERS, AND THE DIRECTING OF THE EXPENDITURE OF ALL APPROPRIATIONS FOR THE MAINTENANCE OF THE ABOVE-MENTIONED ACTIVITIES.

NATIONAL ARCHIVES COUNCIL

THIS BODY IS COMPOSED OF THE SECRETARY OF EACH OF THE EXECUTIVE DEPARTMENTS, THE CHAIRMAN OF THE SENATE COMMITTEE ON THE LIBRARY, THE LIBRARIAN OF CONGRESS, THE SECRETARY OF THE INDIANIAN INSTITUTION, AND THE ARCHIVIST OF THE UNITED STATES. ITS DUTY IS TO DEFINE THE CLASSES OF MATERIAL TO BE TRANSFERRED TO THE NATIONAL ARCHIVES BUILDING, TO ESTABLISH REGULATIONS GOVERNING SUCH TRANSFER, AND TO ADVISE THE ARCHIVIST REGARDING THE REGULATIONS TO GOVERN THE DISPOSITION AND USE OF THE ARCHIVES AND RECORDS TRANSFERRED TO HIS CUSTODY.

CHIEF ASSISTANT ARCHIVIST

DIRECTOR OF ARCHIVAL SERVICE

HE IS CHARGED WITH THE RESPONSIBILITY OF SUPERVISING AND CO-ORDINATING THE WORK OF THE FOLLOWING PROFESSIONAL DIVISIONS: ACCESSIONS, CLASSIFICATION, CATALOGUE, LIBRARY, DEPARTMENTAL ARCHIVES, REFERENCE, RESEARCH MAPS AND CHARTS, AND NOTION PICTURE FILM, THE CONTROL, SAFETY AND SURVEILLANCE OF THE ARCHIVES WORK, FOR WHATSOEVER PURPOSE OR LENGTH OF TIME THEY ARE REMOVED FROM THE CUSTODY OF THE CHIEFS OF THE DIVISIONS OF DEPARTMENTAL ARCHIVES, PLANNING AND DIRECTLY SUPERVISING THE "CROSS SECTIONAL" RESEARCH INVESTIGATIONS AS DIRECTED BY THE ARCHIVIST OF THE UNITED STATES FOR THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION OR FOR OTHER PURPOSES.

DIRECTOR OF PUBLICATIONS

HE IS CHARGED WITH THE RESPONSIBILITY OF COMPILING AND EDITING THE OFFICIAL REFERENCE PUBLICATIONS OF THE NATIONAL ARCHIVES, INCLUDING SPECIAL REPORTS ON THE ARCHIVES AND RECORDS OF THE GOVERNMENT GUIDES, INVENTORY LISTS, CATALOGUES, AND OTHER INSTRUMENTS FACILITATING THE USE OF THE COLLECTIONS, SERVING AS SECRETARY TO THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION AND HAVING GENERAL EDITORIAL SUPERVISION OVER THE PUBLICATIONS RECOMMENDED BY THE COMMISSION, SUPPLYING INFORMATIONAL AND RESEARCH SPECIFICATIONS TO THE DIRECTOR OF ARCHIVAL SERVICE WHICH LATTER MAY REQUIRE AS A GUIDE IN OBTAINING FROM THE VARIOUS CHIEFS OF THE DIVISIONS OF DEPARTMENTAL ARCHIVES AND PROFESSIONAL DIVISIONS SUCH MATERIALS AS MAY BE REQUIRED FOR THE COMPILING OF APPROVED PUBLICATIONS.

ADMINISTRATIVE SECRETARY

HE IS CHARGED WITH THE RESPONSIBILITY OF: SERVING AS CUSTODIAN OF THE OFFICIAL SEAL OF THE NATIONAL ARCHIVES, SUPPLYING ATTESTED COPIES OF ALL OFFICIAL RECORDS FURNISHED BY THE NATIONAL ARCHIVES, THE CUSTODY OF THE ARCHIVIST'S COPIES OF THE MINUTES AND PROCEEDINGS OF THE NATIONAL ARCHIVES COUNCIL, FORMULATING ANNUALLY THE BUDGET AND THE REPORTS TO CONGRESS ON RECEIPTS AND EXPENDITURES, UNDER THE DIRECTION OF THE ARCHIVIST OF THE UNITED STATES, AND WITH THE COOPERATION OF THE EXECUTIVE OFFICER, OBTAINING FROM THE DIRECTOR OF ARCHIVAL SERVICE AND COMPILED IN APPROPRIATE FORM THE NECESSARY STATISTICAL AND OTHER INFORMATION REQUIRED BY THE ARCHIVIST TO COMPLY WITH SECTION 8 OF THE ARCHIVES ACT WHICH REQUIRES "A REPORT FOR THE PRECEDING FISCAL YEAR AS TO THE NATIONAL ARCHIVES, THE SAID REPORT INCLUDING A DETAILED STATEMENT OF ALL ACCORDS"; HANDLING OF GENERAL CORRESPONDENCE AND GENERAL INFORMATION SERVICE TO THE PUBLIC, INCLUDING THE ISSUING OF ALL ANNOUNCEMENTS OF OFFICIAL ACTIONS OF THE NATIONAL ARCHIVES, HANDLING OF OFFICIAL RELATIONS WITH GOVERNMENT ESTABLISHMENTS AND OFFICES AND WITH THE PUBLIC.

EXECUTIVE OFFICER

FORMULATES AND EXECUTES ALL POLICIES CONCERNED WITH ADMINISTRATIVE MATTERS, BEING IN CHARGE OF AND HAVING SUPERVISION OVER THE FOLLOWING SECTIONS: (1) PURCHASE AND SUPPLIES, (2) PERSONNEL AND PAY ROLL, (3) FINANCE AND ACCOUNTS, (4) PRINTING AND BINDING, (5) STENOGRAPHIC POOL, (6) MAIL ROOM, (7) DUPLICATING SECTION, (8) TELEPHONE SWITCHBOARD AND MESSENGER SERVICE, AND (9) CENTRAL FILES.

ASSISTANT DIRECTOR

ASSISTANT DIRECTOR

ASSISTANT ADMINISTRATIVE SECRETARY

ASSISTANT EXECUTIVE OFFICER

CHIEF ACCESSIONS DIVISION

HE IS CHARGED WITH THE RESPONSIBILITY OF CONTINUOUSLY PLANNING, DIRECTING AND SUPERVISING THE WORK OF THE STAFF OF DEPUTY EXAMINERS WHO ARE CHARGED WITH THE DUTY OF INSPECTING AND APPRAISING THE ARCHIVAL COLLECTIONS AND NOTION PICTURE FILM AND SOUND RECORDINGS OF THE FEDERAL GOVERNMENT LEGISLATIVE, EXECUTIVE, JUDICIAL, AND OTHER, WHATSOEVER AND WHERESOEVER LOCATED FOR THE PURPOSE OF ASCERTAINING THEIR PRESENT LOCATION AND CONDITION, THEIR QUANTITY AND CONTENT, IN ORDER TO FURNISH THE ARCHIVIST WITH NECESSARY DATA UPON WHICH TO BASE RECOMMENDATIONS TO THE NATIONAL ARCHIVES COUNCIL, FOR THE DETERMINATION OF WHAT CLASSES OF ARCHIVES SHOULD BE TRANSFERRED TO THE ARCHIVES BUILDING, AND FOR THE FORMULATION OF RULES AND REGULATIONS GOVERNING SUCH TRANSFERS, MAKING IDENTIFICATION INVENTORIES FOR DEPARTMENTAL CERTIFICATION OF ALL SUCH SHIPMENTS SUPERVISING THE SAFE PACKAGING, TRANSPORTING, UNPACKING, AND SORTING OF ALL ARCHIVES SUPERVISING THE CLEANING, FUMIGATING, AND REPAIRING OF SUCH ARCHIVAL COLLECTIONS, TRANSFERRING TO THEIR PLACES OF FINAL CUSTODY, AND OF KEEPING ACCURATE ACCESSIONS RECORDS OF ALL ARCHIVES RECEIVED BY THE NATIONAL ARCHIVES.

CHIEF, CLASSIFICATION DIVISION

HE IS CHARGED WITH THE RESPONSIBILITY OF DETERMINING AND CHARTING THE CHRONOLOGICAL, DURATION AND CHANGING SCOPE OF THE VARIOUS AGENCIES OF THE FEDERAL GOVERNMENT LEGISLATIVE, EXECUTIVE, JUDICIAL, AND OTHER, FOR THE PURPOSE OF DEVISING A CLASSIFICATION SYSTEM, IDENTIFYING ALL ARCHIVAL SERIALS OF THE FEDERAL GOVERNMENT LEGISLATIVE, EXECUTIVE, JUDICIAL, AND OTHER, CHARTING THE ORIGIN, GROWTH, AND DEVELOPMENT OF ALL ARCHIVAL SERIALS FOR THE PURPOSE OF FITTING THEM INTO THE CLASSIFICATION SYSTEM, DEVISING A NUMBERING SYSTEM TO BE USED IN IDENTIFYING SERIALS AND IN INDICATING THEIR EXACT LOCATION IN THE STACKS; SUPPLYING TO THE CATALOGUE DIVISION THE SERIAL NUMBERS TO BE USED FOR CATALOGUING PURPOSES, AND OF ADAPTING THE CLASSIFICATION SYSTEM FOR THE PURPOSE OF MAKING THE GENERAL CATALOGUE.

CHIEF, CATALOGUE DIVISION

HE IS CHARGED WITH THE RESPONSIBILITY OF ASSEMBLING AND APPRAISING, FOR USE IN THE NATIONAL ARCHIVES, PRESENT CATALOGUES AND INVENTORIES OF ARCHIVAL COLLECTIONS IN THE FEDERAL GOVERNMENT LEGISLATIVE, EXECUTIVE, JUDICIAL, AND OTHER, ORGANIZING AND INTEGRATING THE PRESENT INDEXES OF GOVERNMENT ARCHIVES FOR EFFICIENT TEMPORARY USE IN THE NATIONAL ARCHIVES, EXAMINING THE INVENTORIES COMPILED BY THE CHIEFS OF THE DIVISIONS OF ARCHIVAL ADMINISTRATION FOR THE PURPOSE OF PREPARING INDEXES OF SUBJECTS, AND OF PROPER AND PLACE NAMES, SECURING IDENTIFICATION AND LOCATION NUMBERS FROM THE CLASSIFICATION DIVISION FOR THE PURPOSE OF DEVELOPING AND INAUGURATING A GENERAL CARD CATALOGUE TO ALL TRANSFERRED ARCHIVES TO REPLACE PRESENT INCOMPLETE CATALOGUES, DEVISING AND MAINTAINING A UNION CATALOGUE OF STATE AND FOREIGN ARCHIVES WHICH RELATE TO AMERICAN HISTORY AND GOVERNMENT, ASSIGNING IDENTIFICATION AND LOCATION NUMBERS TO INCOMING ARCHIVES IN THE RECEIVING ROOM, PROVIDING THE MAXIMUM ACCESSIBILITY, THROUGH CATALOGUING, TO THE ARCHIVAL COLLECTIONS IN THE NATIONAL ARCHIVES BUILDING.

CHIEFS, DIVISIONS OF DEPARTMENTAL ARCHIVES

THIS BRACKET OF THE CHART REFERS NOT TO A PARTICULAR PROFESSIONAL DIVISION BUT TO A TYPE WHICH WILL INCLUDE A TOTAL OF TWELVE OR MORE DIVISIONS AFTER THE DEPARTMENTAL ARCHIVES HAVE BEEN SHIPPED TO THE ARCHIVES BUILDING. THIS THE ARCHIVAL COLLECTIONS RECEIVED FROM THE VARIOUS LEGISLATIVE, EXECUTIVE, AND JUDICIAL BRANCHES OF THE GOVERNMENT WILL BE KEPT IN PARTICULAR STACK SECTIONS OF THE BUILDING, EACH OF WHICH WILL CONSTITUTE A DEPARTMENTAL ARCHIVES DIVISION, SUCH AS THE DIVISIONS OF STATE, WAR, NAVY, OR OTHER ARCHIVES. THESE WILL BE UNDER A CHIEF OF DIVISION WHO IS CHARGED WITH THE RESPONSIBILITY OF THE ADMINISTRATION OF THE TRANSFERRED ARCHIVES OF A MAJOR BRANCH OR EXECUTIVE DEPARTMENT OR INDEPENDENT ESTABLISHMENT OF THE FEDERAL GOVERNMENT; RECEIVING OR ARRANGING IN THE STACKS AND FOR THE IMMEDIATE AND FINAL CUSTODY OF THE ARCHIVES IN HIS DIVISION; HAVING CONTINUING RESPONSIBILITY FOR THE SUPERVISION AND SEARCHING OF THE ARCHIVES IN HIS DIVISION, FILLING THE DEMANDS FOR AND KEEPING ACCURATE RECORDS OF ARCHIVAL MATERIALS REQUESTED BY THE REFERENCE DIVISION, AND OF PLANNING, SUPERVISING AND DIRECTING THE MAKING OF A CONTINUOUS INVENTORY OF THE ARCHIVES IN HIS DIVISION FOR THE USE OF THE CATALOGUE, REFERENCE, AND RESEARCH DIVISIONS.

PURCHASE AND SUPPLIES

IS RESPONSIBLE FOR THE PURCHASING OF ALL SUPPLIES AND EQUIPMENT, PREPARATION OF ALL PURCHASE ORDERS AND VOUCHERS, RECEIVING, HOUSING, AND DISTRIBUTING OF ALL SUPPLIES AND EQUIPMENT PURCHASED, AND MAINTAINING RECORDS ON SAME.

PERSONNEL AND PAY ROLL

IS RESPONSIBLE FOR MAKING THE PRELIMINARY SELECTION OF PERSONNEL, CONDUCTING NECESSARY INVESTIGATIONS REGARDING APPOINTEES, BOTH BEFORE AND SUBSEQUENT TO EMPLOYMENT; SUPERVISING AND DIRECTING ALL PLANS FOR THE FORMULATION AND FUNCTION OF THIS SECTION, INVOLVING THE PREPARATION OF APPOINTMENT NOTICES, PAY ROLLS, TRANSFERS, REINSTATEMENTS, CERTIFICATIONS, TIME AND LEAVE RECORDS, SERVICE RECORDS, RETIREMENT MATTERS, PROMOTIONS, DEMOTIONS, EFFICIENCY RATINGS, SEPARATIONS, ETC., CONDUCTING WORK PERTAINING TO THE CLASSIFICATION OF POSITIONS, PREPARATION OF JUSTIFICATIONS FOR THE FILLING OF POSITIONS, EXAMINATION OF APPLICANTS, INVESTIGATION OF APPLICANTS PROPOSED FOR EMPLOYMENT, AND RELATED PERSONNEL WORK.

FINANCE AND ACCOUNTS

IS RESPONSIBLE FOR THE PREPARATION OF TRAVEL, REIMBURSEMENT VOUCHERS, ETC., KEEPING OF THE ALLOTMENT AND GENERAL LEDGER, FURNISHING MONTHLY TO THE EXECUTIVE OFFICER THE FOLLOWING REPORTS: STATEMENT OF GENERAL LEDGER BALANCES AND STATUS OF APPROPRIATIONS, TOGETHER WITH BUDGET EXPENDITURES AND ENCUMBRANCES, AUDITING OF ALL VOUCHERS COVERING APPROPRIATION EXPENDITURES, TO ASCERTAIN WHETHER THEY ARE IN ACCORDANCE WITH THE APPROPRIATION ACTS, ADMINISTRATIVE LIMITATIONS, AND GOVERNMENT FISCAL REGULATIONS, FURNISHING NECESSARY INFORMATION TO BE USED IN THE PREPARATION OF THE BUDGET AND THE ANNUAL REPORTS TO CONGRESS ON RECEIPTS AND EXPENDITURES.

PRINTING AND BINDING

IS RESPONSIBLE FOR ALL DETAILS CONCERNED WITH THE PRINTING AND BINDING OF GUIDES, INVENTORIES, PAMPHLETS, PUBLICATIONS, DOCUMENTS, RECORDS, FORMS, ETC.

CHIEF DIVISION OF REFERENCE SERVICE

HE IS CHARGED WITH THE RESPONSIBILITY OF SUPERVISING, DIRECTING, AND FURNISHING ARCHIVAL SERVICE AND INFORMATION TO ALL OFFICIAL AND UNOFFICIAL SEARCHERS, REQUISITIONING FROM THE CHIEFS OF THE DIVISIONS OF DEPARTMENTAL ARCHIVES AND THE PROFESSIONAL DIVISIONS THE NECESSARY SOURCE MATERIALS FOR SUCH SERVICE, FURNISHING INFORMATION, COPIES OF DOCUMENTS, AND OTHER ARCHIVAL SERVICE REQUESTED THROUGH CORRESPONDENCE, DIRECTING AND AIDING SEARCHERS IN THE USE OF THE CATALOGUES AND OTHER GUIDES TO THE ARCHIVES, SUPERVISING OVER THE SEARCH ROOMS AND OVER THE ADMISSION AND CONDUCT OF SEARCHERS AND OTHERS ADMITTED, AND FOR THE ENFORCEMENT OF RULES AND REGULATIONS GOVERNING THE USE OF THE ARCHIVAL MATERIALS.

CHIEF, RESEARCH DIVISION

HE IS CHARGED WITH THE RESPONSIBILITY OF SUPERVISING, DIRECTING, AND CONDUCTING ALL ORIGINAL RESEARCH FOR THE NATIONAL ARCHIVES, MAKING CROSS-SECTIONAL STUDIES OF THE NATIONAL ARCHIVES FOR THE LOCATION OF SOURCES RELATING TO SUBJECTS, THE MATERIALS OF WHICH MAY BE FOUND IN ONE OR MORE ARCHIVAL SERIALS, MAKING RESEARCHES OF THE POLITICAL HISTORY AND ACTIVITIES OF THE FEDERAL GOVERNMENT LEGISLATIVE, EXECUTIVE, JUDICIAL, AND OTHER, FOR THE USE OF THE NATIONAL ARCHIVES, COMPILING STATISTICAL TABLES AND DATA FROM RECORDS AND STATISTICAL SERIALS FOR USE BY THE ARCHIVIST AND OTHER GOVERNMENT OFFICIALS, MAKING STUDIES IN LEGAL HISTORY IN LEGISLATION AFFECTING THE NATIONAL ARCHIVES, AND IN THE LAWS AND REGULATIONS RELATING TO ARCHIVAL ADMINISTRATION IN THIS AND OTHER COUNTRIES.

CHIEF, DIVISION OF MAPS AND CHARTS

HE IS CHARGED WITH THE RESPONSIBILITY OF: ACCESSIONING MAPS AND CHARTS BY TRANSFER FROM THE FEDERAL GOVERNMENT LEGISLATIVE, EXECUTIVE, JUDICIAL, AND OTHER, BY PURCHASE, OR BY EXCHANGE; DEVISING A CLASSIFICATION SYSTEM FOR THE PURPOSE OF CLASSIFYING ALL MAPS AND CHARTS; DEVISING A NUMBERING SYSTEM TO BE USED IN CATALOGUING MAPS AND CHARTS; ARRANGING FOR AND DIRECTING THE COLLECTION AND OF LOCATING GEOGRAPHIC MATERIALS FOR THE OTHER DIVISIONS AND FOR SEARCHERS; HANDLING CURRENT INQUIRIES FOR GEOGRAPHIC INFORMATION REQUESTED BY CORRESPONDENCE, AND OF ARRANGING FOR PUBLIC DISPLAYS OF MAPS AND CHARTS.

CHIEF, MOTION PICTURE AND SOUND RECORDING DIVISION

THE CHIEF OF THIS DIVISION WILL BE CONCERNED WITH THE ACQUISITION, STORAGE, MAINTENANCE, AND CATALOGUING OF FILMS AND SOUND DISCS ACQUIRED FROM GOVERNMENTAL OR PRIVATE SOURCES. IT WILL BE HIS DUTY, FURTHERMORE, TO ARRANGE FOR THE RECORDING OF IMPORTANT HISTORICAL EVENTS ON FILMS OR BY SOUND RECORDINGS, AND TO MAKE CONTINUING STUDIES OF FILM PRESERVATION IN COOPERATION WITH THE BUREAU OF STANDARDS. HE WILL ARRANGE ALSO, FOR THE REPRODUCTION OF HISTORICAL FILMS AND SOUND RECORDINGS FOR THE CONVENIENCE OF GOVERNMENT DEPARTMENTS OR OF EDUCATIONAL INSTITUTIONS.

STENOGRAPHIC POOL

RENDERS STENOGRAPHIC, TYPING, AND REPORTING SERVICE TO ALL OFFICES, DIVISIONS, AND OFFICIALS OF THE NATIONAL ARCHIVES NOT OTHERWISE PROVIDED FOR.

MAIL ROOM

IS RESPONSIBLE FOR RECEIVING, SORTING, AND ROUTING ALL INCOMING LETTERS, TELEGRAMS, PACKAGES, ETC.; PREPARING FOR MAILING AND SENDING OUT ALL LETTERS (REGISTERED, SPECIAL AND AIR MAIL, PACKAGES, AND TELEGRAMS), PREPARING BILLS OF LADING FOR EXPRESS PACKAGES, AND PACKAGES AND THINGS TO BE SHIPPED BY FREIGHT, ETC.

TELEPHONE AND MESSENGERS

THE TELEPHONE SWITCHBOARD IS RESPONSIBLE FOR THE HANDLING OF ALL INCOMING, OUTGOING, LOCAL, LONG-DISTANCE, INTEROFFICE AND INTERDEPARTMENTAL TELEPHONE CALLS. THE MESSENGER SERVICE IS RESPONSIBLE FOR THE HANDLING OF ALL INTER AND OUTOFFICE COMMUNICATIONS AND THE RENDERING OF GUIDE SERVICE TO VISITORS.

CENTRAL FILE

IS CHARGED WITH THE RESPONSIBILITY OF INDEXING AND FILING ALL CORRESPONDENCE, TELEGRAMS, AND OTHER COMMUNICATIONS RECEIVED AND THE REPLIES TO SAME.

ARCHIVES LIBRARIAN

HE IS CHARGED WITH THE RESPONSIBILITY OF ACCESSIONING, CLASSIFYING, AND CATALOGUING A LIBRARY OF REFERENCE BOOKS, PUBLIC DOCUMENTS, AND GENERAL WORKS ON HISTORY, ECONOMICS, SOCIOLOGY, AND OTHER SUBJECTS WHICH ARE ESSENTIAL TO THE WORK OF THE NATIONAL ARCHIVES, PROVIDING GUIDES, INVENTORIES, CALENDARS, AND PUBLIC DOCUMENTS RELATING TO THE ARCHIVES OF THE FEDERAL GOVERNMENT OF THE FORTY-THREE STATES, AND OF FOREIGN COUNTRIES, SUPPLYING A GENERAL BOOK REFERENCE SERVICE TO ALL DIVISIONS OF THE NATIONAL ARCHIVES AND TO SEARCHERS, COMPILING SPECIAL BIBLIOGRAPHIES ON THE FEDERAL GOVERNMENT, ON FOREIGN ARCHIVES RELATING TO THE UNITED STATES, AND ON ARCHIVES OF THE FORTY-EIGHT STATES, FOR USE IN THE DIVISIONS OF THE NATIONAL ARCHIVES AND FOR THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION, ESTABLISHING AND MAINTAINING A UNION CATALOGUE TO ALL PERTINENT BOOKS IN OTHER AMERICAN LIBRARIES, IN FOREIGN LIBRARIES, AND IN PUBLIC AND PRIVATE AGENCIES, WHICH ARE UNOBTAINABLE BY THE NATIONAL ARCHIVES LIBRARY.

DUPLICATING SECTION

IS RESPONSIBLE FOR ALL DUPLICATING ACTIVITIES, THE OPERATING OF ALL DUPLICATING MACHINES AND ADDRESSOGRAPH MACHINES AND FOR THE PHOTODUPLICATING OR OTHERWISE REPRODUCING COPIES UPON REQUEST OF ALL DOCUMENTS, PARTS OF BOOKS, RECORDS, ETC.

NATIONAL ARCHIVES

OFFICERS

ROBERT D. W. CONNOR, *Archivist of the United States*; *DORSEY W. HYDE, *Director of Archival Service*; COLLAS G. HARRIS, *Executive Officer*; SOLON J. BUCK, *Director of Publications*; THAD PAGE, *Administrative Secretary*; THOMAS M. OWEN, JR., *Chief, Division of Accessions*; ROSCOE R. HILL, *Chief, Classification Division*; PERCY S. FLIPPIN, *Chief, Division of Research*; CAPT. JOHN G. BRADLEY, *Chief, Division of Motion Pictures and Sound Recordings*; BERNARD R. KENNEDY, *Director, Division of the Federal Register*; FRANK P. WILSON, *Chief, Division of Purchase and Supplies*; ALLAN F. JONES, *Chief, Division of Personnel and Accounts*; VERNON D. TATE, *Chief, Division of Duplication and Photographic Reproduction*; MRS. VIRGINIA M. WOLFE, *Head of Central Files**

Information, Room * 1724 *, Department of Justice Building, Ninth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, DIstrict 0525

Creation and Authority.—The office of Archivist of the United States and the National Archives were created by the act of Congress approved June 19, 1934 (Public, No. 432, 73d Cong.) (48 Stat. 1122) * (Public, No. 220, 74th Cong.)*

Purpose.—The purpose of the National Archives is to preserve all archives or records belonging to the Government of the United States (legislative, executive, judicial, and other), including motion-picture films and sound recordings illustrative of historical activities of the United States.

Organization.—The Archivist of the United States is appointed by the President by and with the advice and consent of the Senate.

ACTIVITIES

The Archivist has authority to inspect personally or by deputy the records of any agency of the United States Government whatsoever and wheresoever located and to receive the full cooperation of any and all persons in charge of such records. He may requisition for transfer to the National Archives such archives or records as the National Archives Council shall approve for such transfer, and he may make regulations for the arrangement, custody, use, and withdrawal of material deposited. Where confidential matter is transferred to the archives any head of an executive department, independent office, or other agency of the Government may exempt

from examination and consultation by officials, private individuals, or any other persons confidential matter transferred from his department or office.

***Federal Register.**—The Division of the Federal Register was established by Public, No. 220, Seventy-fourth Congress, approved July 26, 1935. It is the function of this division to publish the Federal Register which contains: (1) Presidential proclamations and Executive orders of general applicability and legal effect, (2) documents which the President determines to have general applicability and legal effect, or which are required to be published by act of Congress, (3) other documents authorized by the Administrative Committee and approved by the President.

Regulations for carrying out the Federal Register Act are prescribed by the Administrative Committee, with the approval of the President. The Committee is composed of the Archivist, who is chairman, an officer of the Department of Justice, and the Public Printer.*

Approved.

R. D. W. CONNOR,
Archivist of the United States.
(10-24-35)

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

MEMBERS

ARCHIVIST OF THE UNITED STATES, *Chairman*; HISTORICAL ADVISER OF THE DEPARTMENT OF STATE; CHIEF OF HISTORICAL SECTION OF THE WAR DEPARTMENT, GENERAL STAFF; SUPERINTENDENT OF NAVAL RECORDS IN THE NAVY DEPARTMENT; CHIEF, DIVISION OF MANUSCRIPTS, LIBRARY OF CONGRESS; TWO MEMBERS OF THE AMERICAN HISTORICAL ASSOCIATION

Information, Office of the Archivist of the United States, Room *1539*, Department of Justice Building, Ninth Street and Pennsylvania Avenue, NW., Washington, D. C.

Telephone, DIstrict 0525

Creation and Purpose.—The National Historical Publications Commission was created by the act approved June 19, 1934 (Public No. 432, 73d Cong.) (48 Stat. 1122) to make plans and estimates, and recommendations for such historical works and collections of sources as seem appropriate for publication or other recording at the public expense. The Commission annually reports to Congress through the Archivist of the United States.

Organization.—The Commission consists of officials of the Government ex officio and two members of the American Historical Association appointed by the president thereof from among those persons who are or have been members of the executive council of that association. The Commission is required to meet once a year and although the members serve without compensation they are to be repaid for expenses actually incurred in attending meetings.

Approved.

R. D. W. CONNOR,
Archivist of the United States.

(10-24-35)

AMERICAN NATIONAL RED CROSS

NATIONAL OFFICERS

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Information, Room 36, American National Red Cross Building, Seventeenth Street NW., between D and E Streets, Washington, D. C.

Telephone, National 5400, Branch 278

Creation and Authority.—The American National Red Cross is chartered under the Act of Congress approved January 5, 1905 (33 Stat. 599), as amended by the act approved February 27, 1917 (39 Stat. 946).

Purpose.—The purposes of the American National Red Cross are to furnish volunteer aid to the sick and wounded of armies in time of war, to perform all duties with which the national society of each nation acceding to the treaty of Geneva is charged, to act in matters of voluntary relief, and to serve, in accord with military and naval authorities, as a medium of communication between the people of the United States and their Army and Navy. It is further charged with providing a system of national and international relief in time of peace to mitigate the suffering caused by pestilence, famine, fire,

flood, and other great national calamities, and to devise measures for their prevention.

Organization.—The incorporators who are named in the Act of Incorporation, and their successors, constitute a permanent body. They elect six members of the central committee and the members of the board of trustees of the endowment fund.

The officers are a president (the President of the United States is President upon his acceptance of the office) and the following elective officers: three vice presidents, a counselor, a treasurer, and a secretary, all of whom are elected by the central committee. The chairman of the central committee is appointed by the President of the United States. The vice chairmen are appointed by the central committee.

The central committee consists of 18 members, 6 appointed by the President of the United States, 6 elected by the incorporators, and 6 elected by the delegates of the chapters. Elected members serve for three years. The Congressional Charter vests in the central committee the entire control, management, and administration of the affairs of the American National Red Cross. The central committee appoints a 9-member executive committee, 5 members of which constitute a quorum. The Executive Committee may exercise all powers of the Central Committee when that body is not in session. One chairman serves both committees and, under the advice and direction of the central committee, is executive head of the Corporation. Under the chairman are three vice chairmen in charge of domestic operations, insular and foreign operations, and finance, respectively.

The chapter, usually covering a single county, is the local unit of the Red Cross and is responsible for all Red Cross activities and services within its territory, subject to the policies and regulations of the national organization.

ACTIVITIES

Relief Distribution of Government-Owned Wheat and Cotton.—

Over a period of 19 months during the latter part of 1932, 1933, and the early part of 1934 the Red Cross distributed to those in distress 85 million bushels of wheat and 844,063 bales of cotton owned by the Government and made available to the Red Cross for distribution. The wheat was distributed in the form of flour, cereal, and livestock feed, while the cotton was converted into cloth, ready-made garments, sheeting, blankets, and comforters. Manufacturing and distributing costs were defrayed through barter with the raw commodities. Administrative costs of \$731,000 were borne by the Red Cross. Chapters and other relief agencies cooperated in cutting and sewing more than 38 million garments and aided in the distribution of both wheat and cotton products. It is estimated that more than 26 million persons benefited through the distribution of those products.

(3-12-35)

Disaster Relief.—The Red Cross provides emergency relief and rehabilitation for families and individuals suffering from the effects of such domestic disasters as floods, hurricanes, storms, fires, epidemics, and accidents. In this work the Red Cross has the cooperation of the Federal Emergency Relief Administration. More than \$1,500,000 was expended on domestic disaster relief during the last fiscal year.

Civilian Home Service.—Both unemployment and general family relief services are provided in communities where persons are in need of such aid and where it does not duplicate the work of existing welfare agencies. These activities include special relief programs to meet conditions not classified under disaster relief in localities where emergencies are found to exist.

War Service.—The Red Cross assists disabled veterans in obtaining benefits due from the Government, aids in many ways during their hospitalization, affords relief and service to their families during the adjudication of claims, and provides friendly service and relief in distress for the men of the Army, Navy, Marine Corps, and Coast Guard.

Medical and Health Services.—The Red Cross furnishes medical and health services through public health nursing, instruction in home hygiene and care of the sick, instruction in nutrition, and health and sanitation projects launched to meet conditions created by disasters.

Food and Nutrition Services.—An advisory service is provided for Chapters conducting school lunches, food-conservation work, food-relief measures, community nutrition programs, and food and nutrition classes. A reserve of Red Cross dietitians is maintained for the use of the Army, Navy, and Red Cross.

Nursing and Home Hygiene Services.—A reserve of Red Cross nurses is maintained for the Army and Navy, for Red Cross activities, and for reference to other Government departments. The Public Health Nursing Service spreads knowledge of healthful living and cooperates with health authorities and the medical profession in checking the spread of disease. Home hygiene and care of the sick gives practical instruction in infant and child care and in home care of the sick, and helps develop correct attitudes toward health and disease.

First Aid and Life Saving Services.—The first aid service provides instruction in methods of administering emergency treatment promptly and intelligently before the physician arrives, while the life saving service trains in methods of water safety with a view to eliminating preventable loss of life from drowning.

Volunteer Services.—It is the purpose of the organized volunteer services to maintain in every chapter a group of volunteer workers trained by year-round work for prompt and efficient service in emergencies, and for carrying on current activities. Volunteers are

trained in administration, staff assistance, production of garments and surgical dressings, Braille, canteen service, motor corps service, as health aids, for hospital service, and as Home Service volunteers. The volunteer service has both national and local officers and has greatly aided in carrying out all phases of the Red Cross program.

American Junior Red Cross.—The American Junior Red Cross is composed of school children. Organized in cooperation with public, parochial, and private schools, it is the American Red Cross in the schools. Its purpose is to promote health, to develop altruistic tendencies in children, to give practice in good citizenship, and to promote international friendliness.

Red Cross Museum.—The Red Cross Museum preserves relics of historical value to present a graphic picture of the part played by the American Red Cross from the times of its organization to the present, including work done during the World War and in great disasters. It thereby keeps before the eyes of visitors to National Headquarters the present day activities of the Red Cross.

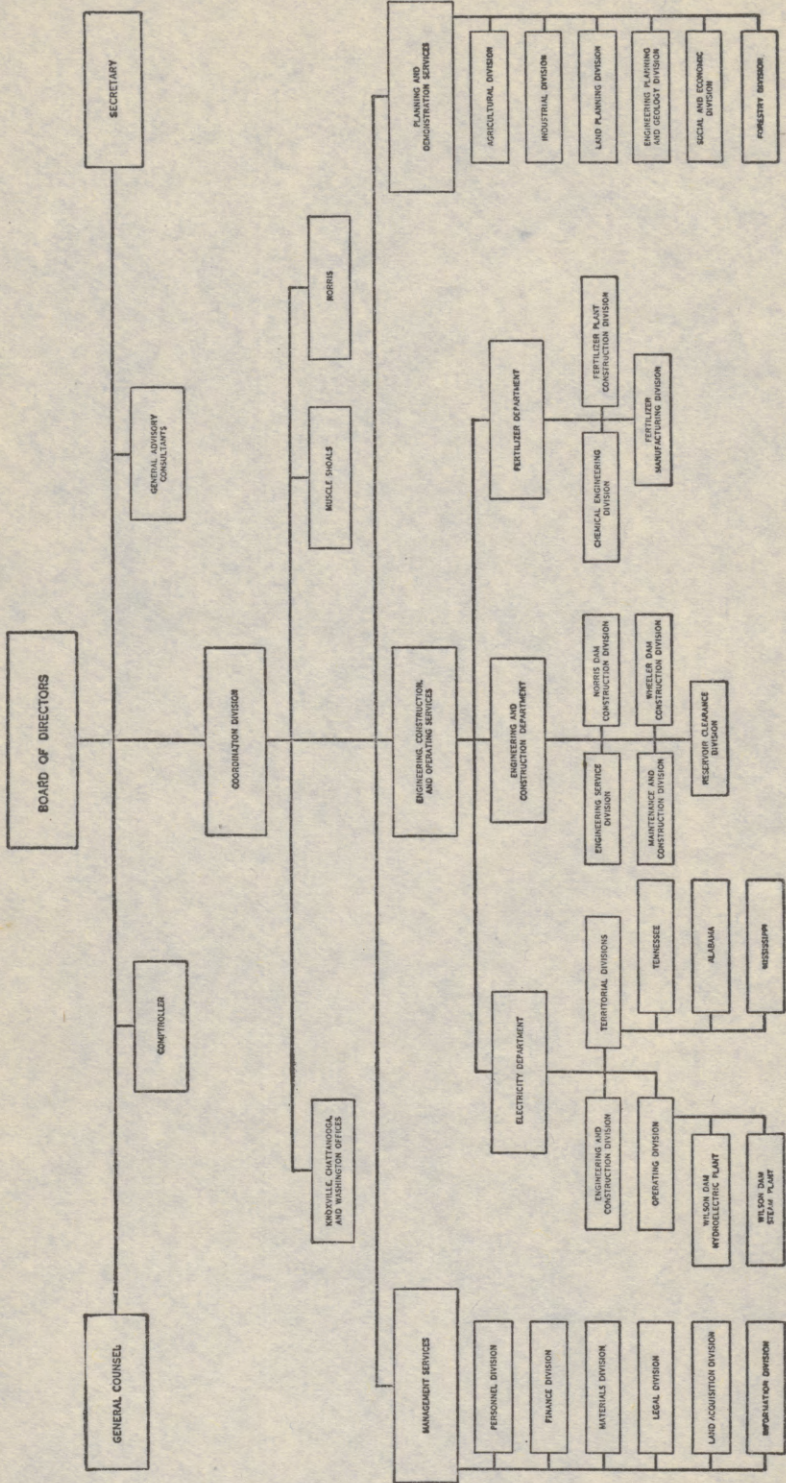
International Red Cross.—In the foreign field the American Red Cross maintains close contact with the International Committee of the Red Cross at Geneva, and is a member of the League of Red Cross Societies, the headquarters of which are in Paris. The American Red Cross is a contributor to both these organizations which, under statutes defining their respective responsibilities, adopted some years ago, constitute the International Red Cross.

Approved.

*CARY T. GRAYSON,
*Chairman.**
(10-11-35)

LEHMERSEE AUGTEA VILHIMIA

TENNESSEE VALLEY AUTHORITY



TENNESSEE VALLEY AUTHORITY

BOARD OF DIRECTORS

ARTHUR E. MORGAN, *Chairman*; DR. HARCOURT A. MORGAN, DAVID E. LILIENTHAL

OFFICERS

FRANK J. CARR, *Comptroller*; JOHN L. NEELY, JR., *Secretary*; JOHN B. BLANDFORD, JR., *Coordinator*; FLOYD W. REEVES, *Director of Personnel *and Social Economics* Divisions*; CHARLES H. GARITY, *Director of Materials Division*; JAMES LAWRENCE FLY, *General Solicitor*; W. L. STURDEVANT, *Director of Information Division*; LLEWELLYN EVANS, *Chief Electrical Engineer*; F. F. BEAUCHAMP, *Division Electrical Engineer for Alabama*; G. W. THAXTON, *Division Electrical Engineer for Mississippi*; M. O. SWANSON, *Division Electrical Engineer for Tennessee*; CARL A. BOCK, *Assistant Chief Engineer*; H. A. CURTIS, *Chief Chemical Engineer*; EARLE S. DRAFER, *Director of Land Planning Division*; E. C. M. RICHARDS, *Chief Forester*; *J. C. MCAMIS, *Chief, Agricultural Division**

Offices: Wilson Dam, Ala.; *Birmingham, Ala.*; Knoxville, Tenn.; Chattanooga, Tenn.; Washington, D. C.

Information, New Sprinkle Building, Knoxville, Tenn.; Room 1-207, Temporary Building F, Ninth and Constitution Avenue NW., Washington, D. C.

Washington telephone, NAtional 7614, Branch 4

Creation and Authority.—The Tennessee Valley Authority is a permanent independent agency created by Public Act No. 17, Seventy-third Congress, and approved by the President on May 18, 1933. The President, by Executive Orders Nos. 6161 and 6162 of June 8, 1933, delegated certain authority granted to him by the act, to the directors of the Authority.

* The Seventy-fourth Congress, by amendment, specifically directs construction of dam and reservoirs in the Tennessee river and its tributaries which, in conjunction with Wilson, Norris, Wheeler and Pickwick Landing dams, will provide a 9-foot channel from Knoxville to the mouth of the Tennessee river.*

Purposes.—The purposes of the Tennessee Valley Authority are as follows:

1. Maintenance and operation of Government-owned properties in the vicinity of Muscle Shoals, Ala., and unified development and control of the water resources of the Tennessee River and its tributaries through the construction of dams to provide navigation, control floods, and, as an important incident thereto, produce power.

2. Utilization of the power for the purpose of determining the relative costs of public and private power operation, and distribution of this power to the greatest number of people.

3. Experimentation to lower the cost of production, distribution, and application of the major elements of fertilizers, and promotion of the national defense by maintaining a plant ready to manufacture nitrates.

4. Planning for the complete Tennessee River watershed, including erosion control, forestation, the further use of mineral resources, the promotion and coordination of industry and agriculture, surveys and plans for the proper use of land and other natural resources, and the general social and economic well-being of the valley.

Authority.—The Tennessee Valley Authority is a Federal agency possessed of the flexibility and initiative of private enterprise. As a corporation, it has a corporate name and seal. It may sue or be sued, make contracts, adopt bylaws, and purchase or lease real and personal property.

The Corporation may exercise the right of eminent domain and, through proceedings in the United States district courts, condemn such property as it deems necessary for its program. It has no stock, but for legal purposes the three directors are deemed the incorporators.

* No dams or other works affecting navigation and flood control in the Tennessee river watershed shall be constructed until plans are approved by the Tennessee Valley Authority Board of Directors.*

Funds.—The Authority received \$50,000,000 from the National Industrial Recovery Act of 1933, an allotment of \$25,000,000 from the Emergency Appropriation Act of 1934,* and \$36,000,000 as an appropriation of the Seventy-fourth Congress.*

The Authority is authorized to issue bonds subject to approval by the Secretary of the Treasury. In addition to these sources the Authority may receive income from the sale of power, fertilizer, etc., from the projects which it may initiate.

The Comptroller of the United States audits all accounts of the Corporation.

Organization.—The Authority is managed by the board of three directors appointed by the President with the approval of the Senate. The Board consists of Arthur E. Morgan, chairman, Harcourt A. Morgan and David E. Lilienthal, directors. Their terms expire, respectively, in 1942, 1939, and 1936. Thereafter appointments of directors will be for periods of 9 years each.

For details of the organization see the chart facing the first page of this section.

To coordinate the various phases of the Authority's work with that of other Government departments and agencies, the chairman of the Board of Directors is a member of the National Emergency Council.

The Authority can request the assistance and advice of any officer, agent, or employee, or any Federal office to enable it to carry out its program.

ACTIVITIES

Employees.—The Authority has established a merit system of employment and holds examinations for certain positions through the facilities of the United States Civil Service Commission.

More than 17,000 persons are now employed by the Authority. Whenever additional help is needed, consideration is given to the 100,000 applications now on file.

Labor Hours of Work.—On dam construction the men work *36* hours a week. On reservoir clearance the men work five 8-hour days per week and receive * 45 * cents per hour.

Labor Wage.—For those on an hourly rate in connection with all dam construction, the following wage scale is in effect:

| | <i>Per hour</i> |
|---|------------------------|
| Skilled labor..... | \$1. 00 * to \$1. 50 * |
| Unskilled labor..... | . 45 |
| * Semi-skilled helpers and apprentices *..... | \$0. 55 to . 75 |

Collective Bargaining.—*For the purposes of collective bargaining and employee-management cooperation, employees of the Authority have the right to organize and designate representatives of their own choosing. In the exercise of this right, they are free from any and all restraint, interference, or coercion on the part of the management and supervisory staff.*

Employees' Compensation.—Employees are entitled to the benefits of the Federal Employees' Compensation Act of 1916, which provides that Government employees be given medical care for illness or accidents contracted in the line of duty.

Sphere of Development.—The Tennessee River drainage area starts in the western end of Virginia and sweeps southwestward in a wide arc across western North Carolina and eastern Tennessee, northern Georgia, northern Alabama, and a corner of northeastern Mississippi, swinging north again across Tennessee and Kentucky, and finally turning into the Ohio River at Paducah, Ky.

The elevation in this valley varies from 250 feet above sea level to about 6,000 feet. The climate runs all the way from that of the Great Lakes, in the mountain sections, to that characteristic of the Gulf region in the cotton country of the Gulf States.

Two million people inhabit its 42,000 square miles and another 4 million reside in the territory immediately influenced by the valley. The region can raise anything that grows between Canada and Louisiana. The mineral resources of the valley are rich and varied, and the rainfall is heavy, running from 50 to 80 inches per year. Great hydroelectric possibilities are latent in the large rivers that drop sharply from an elevation of 3,000 feet in the east to 300 feet at the Ohio River.

The Tennessee Valley offers a wide diversity of climate, soil, vegetation, and resources, yet agricultural and industrial develop-

ment is retarded, especially in rural communities which include about 75 percent of the population, and the general level of income is much below that of the country as a whole. It is, therefore, a suitable region in which to attempt to work out economic problems which face every section of the United States.

Every step taken, every project set up, every result obtained is weighed from the point of view of its possible application to other parts of the country.

CONSTRUCTION PROJECTS

Norris Dam Project.—The first major construction project is the construction of the Norris Dam, formerly called the Cove Creek Dam, with its power house and reservoir. This is a gravity-type concrete dam, located about 25 miles northwest of Knoxville, Tenn., on the Clinch River, nearly 80 miles above the point where that tributary joins the Tennessee River. Its completion is expected in 1936, at an estimated cost of about \$34,000,000.

Purpose of the Norris Dam Project.—The object of this project is to control floods, improve navigation, and generate power. By means of a large reservoir the water flow will be so regulated as to lessen flood dangers on the lower river system and increase power and navigation possibilities on the Tennessee River, from the Clinch to the Ohio River, during the entire year.

Characteristics of Norris Dam.—*The concrete section of the dam will have a height of 265 feet from foundation to roadway, a base width of 204 feet, and a crest-length of 1,570 feet. An earth section at the east end has an additional length of 302 feet. The roadway on the crest of the dam will be 1,060 feet above mean sea level. The spillway crest at elevation 1,020 will be 324 feet long, equipped with three Bureau of Reclamation type drum gates, each 14 x 100 feet. At normal level, elevation 1,020, the reservoir will have an area of 35,000 acres and at maximum stage the area will be approximately 52,000 acres, with a total volume of 3,600,000 acre-feet and a shore line approximately 705 miles long. Two 56,000 KVA generating units will be installed in the power house.*

Town of Norris.—Located about 3½ miles from Norris Dam, is the town of Norris. This is a permanent community of economical and attractive houses, electrically equipped, constructed by the Authority to house the families of workers on the dam. The bunkhouses for single workers on the edge of the town are permanent structures which may be converted into offices, or factory buildings in the development of small industries to provide employment for residents of Norris when the dam is completed.

Wheeler Dam Project.—The law creating the Authority authorizes the construction of additional dams. Under this provision President Roosevelt, in October 1933, requested the Authority to begin construction of the Wheeler Dam in Alabama on the Tennessee River.

The new dam is located near the head of Wilson Lake, about 15½ miles above Wilson Dam (Muscle Shoals). It is estimated that the dam, with the initial installation of one generating unit, will cost *\$27,000,000.* It will be completed in 1936.

Specifications of Wheeler Dam.—*The dam will have a maximum height of 72 feet from foundation to top of piers, and an over-all length of 6,335 feet. The spillway crest at elevation 541 will be about 2,600 feet long, with 60 Tainter gates, each 40 feet wide by 15 feet high. The navigation lock, constructed by the Engineer Corps of the War Department, is at the north end of the dam. It has a lift of 50 feet, minimum depth over sills of 11 feet, and the lock chamber is 60 x 360 feet clear.

At normal level, elevation 555, the reservoir will have an area of 66,000 acres and a total volume of 1,050,000 acre-feet. This lake will extend up river about 80 miles to about five miles above Guntersville, Ala. An initial power installation will be one 36,000 KVA generator. Ultimate power installation will consist of eight units with a total capacity of 288,000 KVA.*

Pickwick Dam Project.—Authorized November 21, 1934, the Pickwick Dam will be located near Pickwick Landing, Tenn., about 8 miles upstream from the Shiloh Battlefield. Besides contributing to the unified power and flood-control development of the Tennessee River, this dam will help make available a 7-foot navigation channel from the mouth of the river at Paducah, Ky., to Guntersville, Ala., a distance of 358 miles. While Pickwick Dam is not now needed for power production, an ultimate installation of 204,000 kilowatts will be provided.

Characteristics of Pickwick Dam.—*The dam will have an over-all length of 7,715 feet, including intakes and locks. This will include two earth-dam sections, one on the north bank 890 feet long, and one on the south bank 4,682 feet long. The maximum height of the concrete middle section will be 110 feet. The spillway crest at elevation 378 will be 1,156 feet long, with 24 roller-type gates, each 40 x 40 feet. The navigation lock will be 600 feet long by 110 feet wide and have a lift of 67 feet. The dam will form a lake backing up to the foot of Wilson dam at Muscle Shoals, covering a distance of approximately 53 miles, with a lake area of about 65 square miles and a maximum storage capacity of 1,032,000 acre-feet. The dam is estimated to cost \$24,000,000 and will be completed in 1938.*

***Other Projects of T. V. A.**—The Appropriation Act of the Seventy-fourth Congress directed the Authority to begin construction of three additional dams; one is to be built on the Hiawatha river, a tributary to the Tennessee river, and two on the main river, one just above Chattanooga, and the other near Guntersville, Ala. Preliminary surveys and foundation explorations now are under way at these locations.*

Muscle Shoals.—The properties at Muscle Shoals, Ala., including the hydroelectric plant at Wilson Dam, nitrate plants nos. 1 and 2, the fixed-nitrogen research laboratory, and Waco quarry were transferred from the Engineer Corps, War Department, to the Tennessee Valley Authority on September 1, 1933. Congress requires the Authority to keep nitrate plant no. 2 in condition for use in a national emergency.

Emergency Operation of Muscle Shoals.—The Federal Government, as owner of these properties, has reserved the right to take over the properties in an emergency such as war.

Wilson Dam.—A mile-wide dam named for President Woodrow Wilson, built at Muscle Shoals during the World War to supply power for the production of nitrates needed in that emergency, is now producing the electricity which is being marketed by the Authority.

POWER

The Authority is responsible for acquiring a market for its surplus power. It is authorized to compete with existing utilities, and for this purpose is expressly empowered to erect duplicate facilities. But no competing facilities have been constructed, and none will be constructed until every reasonable alternative has been exhausted. The Authority, in public and in private, has urged this same principle of reasonable cooperation with private utilities upon municipalities in its area.

Computation of Electric Rates.—The Authority's rate schedule is based on the costs of operation, designed to include all items of cost to which private utilities are subjected, including interest and the equivalent of taxes. An item for amortization of investment is included so as to pay back to the Treasury the sums appropriated by Congress for the power phase of the program. Ultimately this practice will enable the power facilities to be free and clear of interest obligations. An adequate amount has been set up as an expense item to cover depreciation.

Contracts with Municipalities.—Among other things, the contracting municipality agrees to administer its electric system as a separate department and not mingle funds or accounts; to use an accounting system prescribed by the Authority, to furnish prompt operating and financial statements; to keep its books open to the Authority; to retail electricity without discriminatory rate, rebate, or other special concessions; and to dispose of revenues so that the return on the city's equity is not more than 6 percent a year.

FERTILIZER AND NITRATES

Production of Fertilizer.—As outlined in the act, the fertilizer program embraces the discovery of new types of fertilizer and new

methods for the production thereof. These new forms of fertilizers must be demonstrated in cooperation with National and State agricultural agencies, and must be manufactured and distributed to practical farmers under conditions permitting a measure of economic results thereby obtained. To carry out these provisions, the Board is authorized to utilize the nitrate plants at Muscle Shoals to whatever extent may be feasible, to modernize existing facilities, to construct new plants, and may utilize "any other process or processes that in its judgment shall appear wise in lowering the cost of production, distribution, and application of the major elements of plant foods."

Maintenance of Nitrate Plant for National Defense.—The act of Congress creating the Authority says: "In the event it is not used for the fixation of nitrogen for agricultural purposes or leased, then the Board shall maintain in stand-by condition nitrate plant no. 2, or its equivalent, for the fixation of atmospheric nitrogen, for the production of explosives in the event of war or a national emergency * * *." Although the act authorized the President to lease nitrate plant no. 2 and certain related properties, he did not use the authority within the period prescribed. *As a result, such portion of the plant as is not used in the manufacture of fertilizer is maintained by the Authority.*

Use of Patents.—The Authority, as a Government agency, has access to and may use existing patents (exclusive of those pending) at the Patent Office as a means of carrying on its power and fertilizer development. Owners of patents used by the Authority have a right to sue for reasonable compensation. This does not apply to Government employees.

Fertilizer Plan.—Experimental laboratories have been established in which an aggressive experimental program is being carried on for the discovery and development of new and improved methods and processes and new types of fertilizer. The results of these experiments have been embodied in a manufacturing unit to demonstrate the commercial feasibility of their manufacture. Land-grant colleges * and practical farmers are cooperating with the Authority in testing and demonstrating the value and effect of various types of fertilizer produced by the Authority under conditions permitting an accurate measure of the economic returns.*

OTHER ACTIVITIES

Preliminary surveys are fixing the sites and determining the dimensions of future dams. A program of aerial mapping of the basin area in cooperation with the United States Geological Survey is being conducted.

A regional planning program is providing a basis of coordinating dam-construction projects with public works of other governmental agencies. Studies are well under way for the use of land and the promotion of coordination of industry and agriculture.

* Cooperating on reforestation, erosion control, and park developments, are 9,800 C. C. C. workers, distributed throughout the area in 48 camps. Terracing demonstrations in valley states are being duplicated by farmers on their own initiative.*

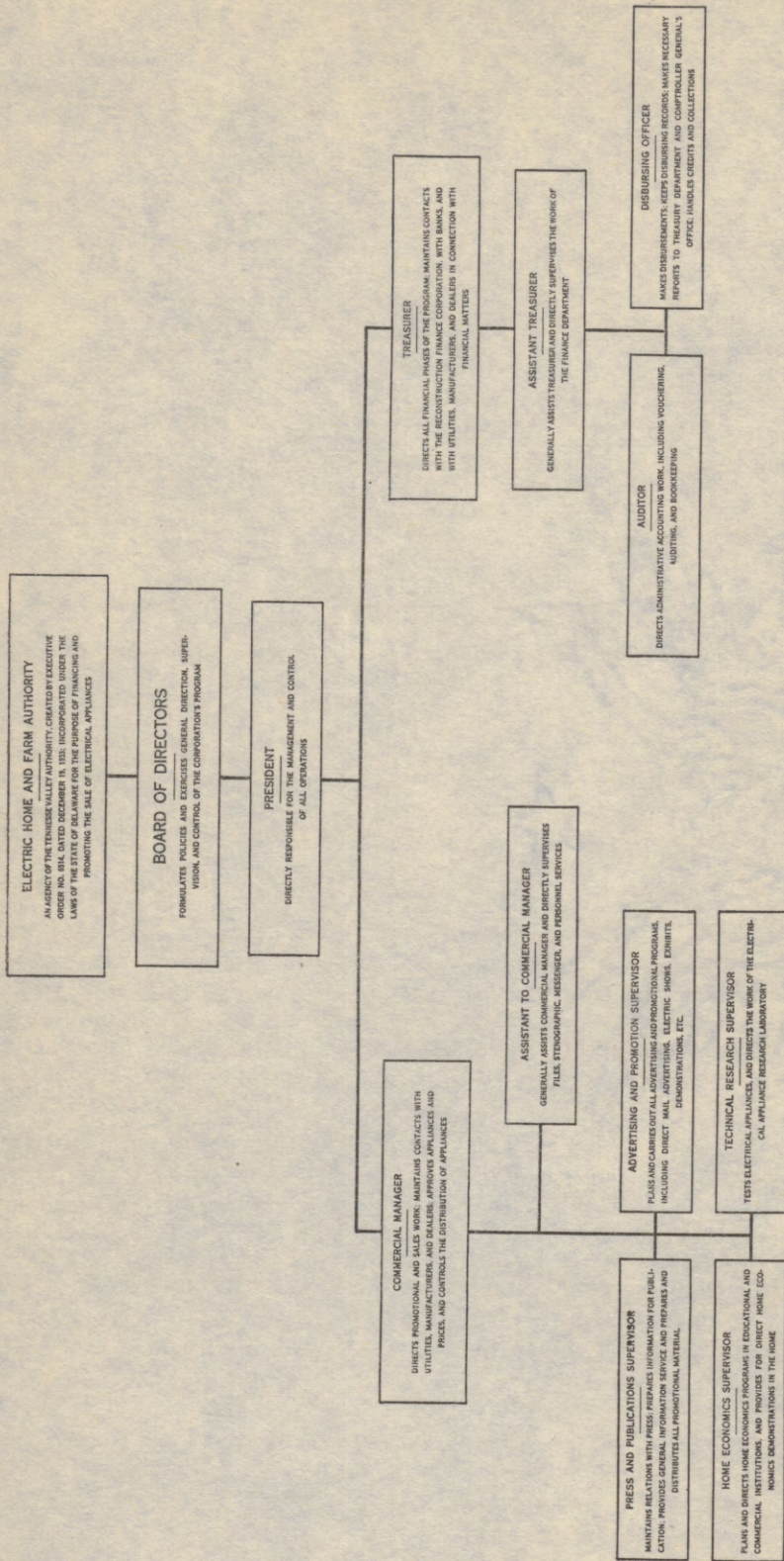
Approved.

ARTHUR E. MORGAN,
Chairman of Board.
JAMES LAWRENCE FLY,
General Solicitor.

(10-24-35)

ETTELING HOME AND LIVING APARTMENTS, INC.

ELECTRIC HOME AND FARM AUTHORITY, INC.



ELECTRIC HOME AND FARM AUTHORITY

TRUSTEES

GLADDING B. COIT, MORRIS L. COOKE, GEORGE R. COOKSEY, THOMAS G. CORAN, SAM HUSBANDS, JOHN K. MCKEE, EMIL SCHRAM, MAX O'RELL TRUITT, and MORTON MCCARTNEY

OFFICERS

(*Vacancy*), *President*; GEORGE R. COOKSEY, *Vice President*; WILLIAM A. WEAVER, *Treasurer*; A. T. HOBSON, *Secretary*; JAMES M. BOYLE, *General Manager*; ABRAM S. HEWITT, *General Counsel*; G. D. MUNGER, *Commercial Manager*

Information, headquarters, Tower Building, Fourteenth and K Streets NW., Washington, D. C.

Telephone, DIstrict 0145

Creation and Authority.—Electric Home and Farm Authority (capitalization \$850,000) was incorporated under the laws of the District of Columbia August 1, 1935, to succeed Electric Home and Farm Authority, Inc., a corporation organized under the laws of the State of Delaware January 17, 1934, pursuant to Executive Order 6514, issued under authority of the Act of June 16, 1933 (Pub. No. 67, 73rd Cong.). By Executive Order No. 7139, dated August 12, 1935, Electric Home and Farm Authority was designated as an agency of the United States.

Purpose.—The purpose of the Authority, as stated in its certificate of incorporation, is "to aid in the distribution, sale, and installation of electric apparatus, equipment, and appliances (together with plumbing and other apparatus, equipment, and appliances operated thereby or in connection therewith)" in such manner as to make practicable the use in homes and on farms of high quality, low-cost, time- and labor-saving electrical equipment. Electric Home and Farm Authority accomplishes its corporate purposes (a) through the credit facilities it makes available to finance the consumer purchase of electrical appliances; (b) through reductions in electric rates obtained by agreement with the utilities publicly and privately owned to make use of the equipment so financed less costly for the average householder and farmer; and (c) through cooperation with manufacturers to lower the cost of electric equipment and to make it better adapted to the needs of the average home and farm.

Organization.—The Corporation is controlled by a nine-member Board of Trustees, to which the President, Vice President, Treasurer, Secretary, General Manager, General Counsel, and Commercial Manager are responsible.

ACTIVITIES

Area of Operation.—The Corporation has power to operate throughout the United States.

Complete new section.

(12-24-35)

Method of Operation.—Electric Home and Farm Authority enters into contracts with operating utilities whereby the utilities agree for a reasonable fee to collect the installments payable by the purchasers of electrical appliances financed by Electric Home and Farm Authority, and to give their consumers the benefit of lower rates for electrical current when the consumption of current increases.

It also makes agreements with retail dealers in electrical appliances whereby they agree to offer for sale to the Authority the conditional sale contracts and notes, or other agreements, given by their customers for the purchase of electrical equipment, and upon default of the customer to pay any installment of the purchase price, to repurchase such customer's conditional sale contract and note, or other agreement, for the amount of the unpaid balance.

How to Use E. H. F. A. Finance Plan.—Purchasers select equipment from the stock of a dealer under contract to Electric Home and Farm Authority, and are required to sign conditional sale contracts and notes, or other forms of agreement, securing the purchases, and providing for (a) a small down payment; (b) payment of the unpaid balance in installments within the maximum term approved by the Authority; (c) information as to the purchaser's credit standing and ability to pay; and (d) a note signed by the purchaser payable in installments for the amount of the purchase price, less the down payment. The Authority purchases this contract and note, when approved, from the dealer for the unpaid balance of the purchase price. The dealer delivers the equipment to the purchaser assigning the conditional sale contract, or other agreement, and endorsing the purchaser's note with recourse to the Authority.

Terms Subject to Change Without Notice.—Under present terms, the purchaser is allowed not more than 36 months to pay for one appliance, or 48 months to pay for two or more appliances purchased at the same time, except in the case of washing machines and vacuum cleaners, for which the purchaser is allowed not more than 24 months to pay. However, the terms are subject to change without notice.

Equipment Eligible for Financing.—The Authority has made credit available for financing the following types of equipment: ranges, water heaters, refrigerators, clothes washers, driers (domestic), clothes ironers (domestic), vacuum cleaners, motors (for home and farm), milk coolers, cream separators, and deep and shallow well water pumps, when produced by manufacturers whose prices and products have been approved.

Approved:

GEORGE R. COOKSEY,
Vice President.

ABRAM S. HEWITT,
General Counsel.

TENNESSEE VALLEY ASSOCIATED COOPERATIVES, INC.

DIRECTORS

ARTHUR E. MORGAN, DR. HARCOURT A. MORGAN, and DAVID E. LILIENTHAL
Information, New Sprinkle Building, Knoxville, Tenn., Room *Room 1-207,
Temporary Building F, Ninth and Constitution* Avenue NW., Washington,
D. C.

Washington telephone, NAtional 7614, Branch 4

Creation.—The Tennessee Valley Associated Cooperatives, Inc., is a private corporation, organized for perpetual existence under the laws of Tennessee. It was incorporated on January 23, 1934, in Knox County, Tenn., by the three directors of the Tennessee Valley Authority.

Purpose.—The Corporation was formed “to promote, organize, establish, manage, finance, coordinate, and assist in any way whatsoever in the development” of cooperative enterprises in the Tennessee Valley Authority area.

Organization.—The three incorporators serve as a board of directors, acting through an Administrator. The Corporation has its main office at Knoxville, Tenn.

Funds.—The Corporation was allocated \$300,000 by the Federal Emergency Relief Administration.

Activities.—Ten cooperatives have been launched, and others have been projected. These include fruit, berry, and vegetable canning; seed-potato cultivation, flour grinding, dairying, and handicraft and textiles.

Approved.

ARTHUR E. MORGAN,
Chairman.

JAMES LAWRENCE FLY,
General Solicitor.

TEXAS STATE ARCHIVES
DOCUMENTS

STATE OF TEXAS,
COUNTY OF _____
I, _____, Clerk of the County, do hereby certify that the within and foregoing is a true and correct copy of the _____ as the same appears from the records of the County.

Witness my hand and the seal of the County at _____ this _____ day of _____, 19____.

Clerk of the County

Organization - The _____ is a corporation organized under the laws of the State of Texas, and has its principal office at _____.

Capital - The capital of the _____ is _____.

Officers - The officers of the _____ are _____.

Directors - The directors of the _____ are _____.

Officers and Directors - The officers and directors of the _____ are _____.

THE BOARD FUNCTIONS IN THE
 INTERESTS OF A VARIOUS THIRTEEN-
 MEMBER, INDUSTRY-ORIENTED, TRADE-
 ASSOCIATION UNDER THE AUSPICES OF THE
 DISTRICT COURTS OF THE RE-
 PUBLIC OF CALIFORNIA, APPEALS
 AND INTERMEDIATE ISSUES
 FROM THE ECONOMIC IN-
 SURETY OF THE CALIFORNIA IN-
 SURANCE DIVISION
 AND INTERESTS DIVISION
 SUPERVISOR

**OFFICE OF THE
CHAIRMAN**

CHAIRMAN

THE CHAIRMAN, in addition to conducting meetings of a select committee, is also in charge of the committee's other meetings for staff and the personally relevant work of the committee. He is also in charge of the committee's work in the field of the committee's work.

FULL BOARD

**OFFICE OF THE
SECRETARY
SECRETARY**

EXECUTIVE OFFICER OF THE
BOARD IN DIRECT CHARGE OF
ALL ADMINISTRATIVE MAT-
TERS, INCLUDING PERSONNEL,
ACCOUNTS, SUPERVISION OF
RESEARCH IN THE FIELD, PRINT-
ING, PUBLICATIONS, LIBRARY,
AND SUPPLIES

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
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SUPPLY SECTION
MATERIALS, STORES, AND ISSUES
SUPPLIES AND EQUIPMENT
RULES SPECIFICATIONS ON
INSTRUMENTS AND RECOM-
MENDATIONS
ACCEPTANCE OR REJECT-
ING
OF BIDS, AND HAS CHANGE
OF WORK, AND THE

ACQUISITION OF KNOWLEDGE
AND CONSCIOUSNESS

ADVANCE SECTION
FORMING MECHANICAL
IN BURNING ENGINEER
SOCIETY'S MAR. AND
BURNING ETC.

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MANY MESSING AD-
DS TO READ CASES OF
HONORABLE MEN AND
WOMEN, BUT
AS THE PRACTICE
OF THE SPION
OFFICE RELATES

UNITED STATES BOARD OF TAX APPEALS

BOARD

EUGENE BLACK, *Chairman*; JOHN J. MARQUETTE, CHARLES P. SMITH, JOHN M. STERNHAGEN, CHARLES M. TRAMMELL, LOGAN MORRIS, C. ROGERS ARUNDELL, ERNEST H. VAN FOSSAN, J. EDGAR MURDOCK, STEPHEN J. MCMAHON, HERBERT F. SEAWELL, ANNABEL MATTHEWS, J. RUSSELL LEECH, BOLON B. TURNER, ARTHUR J. MELLOTT, WILLIAM W. ARNOLD, and * JOHN A. TYSON *

OFFICERS

ROBERT C. TRACY, *Secretary*; BERTUS D. GAMBLE, *Clerk*; and MABEL M. OWEN, *Reporter*

Information, Room 2115, Internal Revenue Building, Twelfth Street and Constitution Avenue NW., Washington, D. C.

Telephones NAtional 5771 to 5775, Branch 648

Creation and Authority.—The Board of Tax Appeals was created under authority of Public Act No. 178, Sixty-eighth Congress, approved June 2, 1924. Its authority was extended by Public Act No. 20, Sixty-ninth Congress, approved February 26, 1926, and Public Act No. 562, Seventieth Congress, approved May 29, 1928.

Purpose.—The Board functions in the manner of a court, with its hearings open to the public and its reports open to inspection. Its proceedings are conducted in accordance with the rules of evidence established for the courts of equity in the District of Columbia. Its primary function is to hear and determine appeals which have been brought to the Board by taxpayers from the determination by the Commissioner of deficiencies in income and excess profits taxes, both individual and corporate, and estate and gift taxes. Its decisions are reviewable by appellate courts.

Organization.—The organization of the Board of Tax Appeals consists only of the Board, and the offices of the secretary, clerk, and reporter.

Approved.

EUGENE BLACK,
Chairman.
ROBERT C. TRACY,
Secretary.

THE AERONAUTICAL BOARD

BOARD MEMBERS

*BRIG. GEN. OSCAR WESTOVER, *Acting* Chief of Air Corps, U. S. Army*; LT. COL. ISAAC SPALDING, *Member War Plans Division, General Staff, U. S. Army*; REAR ADMIRAL ERNEST J. KING, *Chief of the Bureau of Aeronautics, U. S. Navy*; COMMANDER A. D. BERNHARD, *Chief of Planning Division, Naval Operations, U. S. Navy*; COMMANDER P. L. CARROLL, *Member of War Plans Division, Naval Operations, U. S. Navy*. JARVIS BUTLER, *Secretary*

Information, Room 3638, Navy Department Building, Eighteenth Street and Constitution Avenue NW., Washington, D. C.

Telephone, DIstrict 2900, Branch 230

Creation and Authority.—Organized in 1916, with limited jurisdiction, by agreement of the Secretary of War and the Secretary of the Navy. Advisory scope broadened from time to time by amendment of precept to current agreement dated January 21, 1927.

Purpose.—To prevent duplication of effort and to secure a more complete measure of cooperation and coordination in the development and employment of the Army Air Corps and Naval Aviation.

Organization.—Members ex-officio as listed above except members representing War Plans Division of the General Staff and Office of Chief of Naval Operations, who are designated by the Chief of Staff and Chief of Naval Operations respectively.

Approved.

JARVIS BUTLER,
Secretary.

(12-11-35)

289

THE LEBONJOUR DE BOYER

THE LEBONJOUR DE BOYER
 is a collection of stories
 by the author of the
 first volume of the series.
 The stories are of a
 nature which is
 entirely new to the
 reader. The author
 has written a series
 of stories which are
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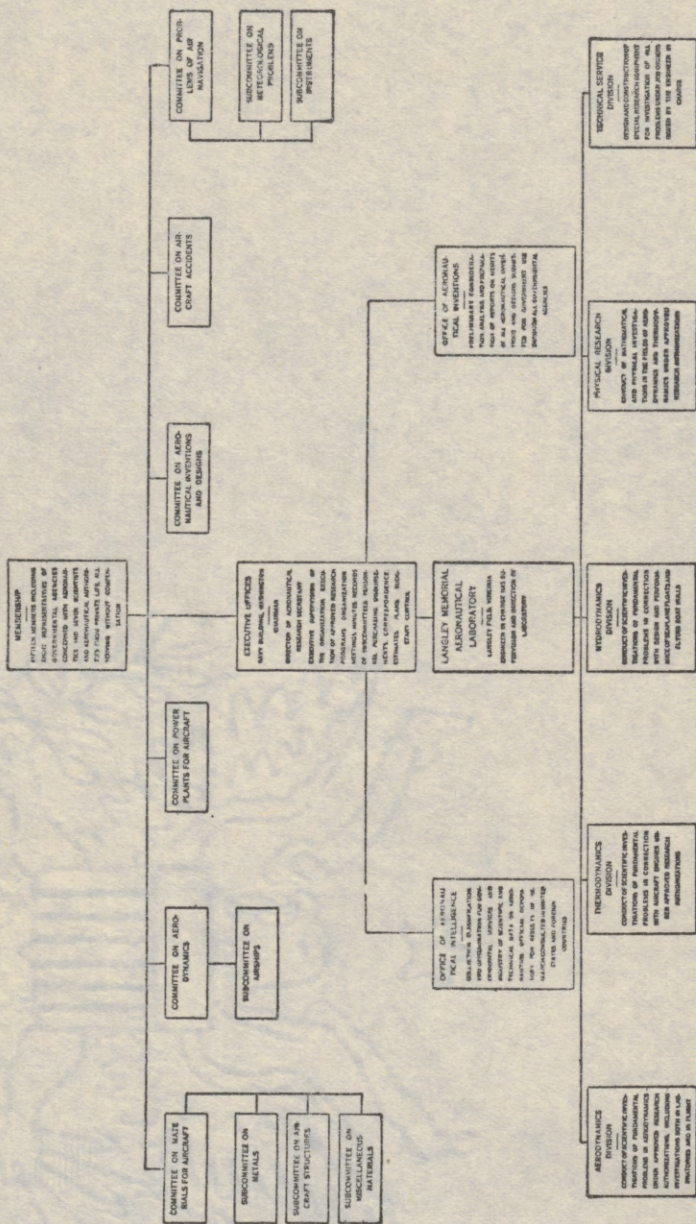
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NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS

COMMITTEE MEMBERS

DR. JOSEPH S. AMES (*Johns Hopkins University*), *Chairman*; DR. DAVID W. TAYLOR, *Vice Chairman*; DR. CHARLES G. ABBOT (*Smithsonian Institution*); DR. LYMAN J. BRIGGS (*National Bureau of Standards*); MAJ. GEN. BENJAMIN D. FOULOIS (*United States Army*); WILLIS R. GREGG (*Weather Bureau*); HARRY F. GUGGENHEIM; REAR ADMIRAL ERNEST J. KING (*United States Navy*); COL. CHARLES A. LINDBERGH; WILLIAM P. MACCRACKEN, JR.; LT. COL. HENRY C. PRATT (*United States Army*); EUGENE L. VIDAL (*Commerce Department*); EDWARD P. WARNER; COMDR. R. D. WEYERBACHER (*United States Navy*); DR. ORVILLE WRIGHT

OFFICERS

GEORGE W. LEWIS, *Director of Aeronautical Research*; JOHN F. VICTORY, *Secretary*; EDWARD H. CHAMBERLIN, *Assistant Secretary*

Information, Room 3841, Navy Building, Seventeenth Street and Constitution Avenue NW., Washington, D. C.

Telephone, National 5212, Branch 985

Creation and Authority.—The National Advisory Committee for Aeronautics was created by act of Congress approved March 3, 1915 (38 Stat. 930), as amended by the act approved March 2, 1929 (45 Stat. 1451).

Purpose.—The law provides that the Committee shall “supervise and direct the scientific study of the problems of flight, with a view to their practical solution, * * *” and also “direct and conduct research and experiment in aeronautics.”

The general purposes of the Committee are as follows:

1. Coordinate the research needs of aviation, civil and military.
2. Prevent duplication in the field of aeronautical research.
3. Conduct, under unified control of the Committee in one central Government laboratory, fundamental aeronautical research, including:

(a) Confidential researches for the Army and Navy on which they rely for supremacy of American military aviation.

(b) Fundamental researches to increase safety and economy of operation of aircraft, military and civil.

4. Advise War, Navy, and Commerce Departments and the aviation industry as to the latest research information.

5. Consider merits of aeronautical inventions submitted by the public to any agency of the Government.

6. On request of the President, the Congress, or any executive department, to advise upon any special problem in aeronautics which may be referred to it.

Organization.—The Committee is composed of 15 members appointed by the President and consists of two representatives each of the War and Navy Departments from the offices in charge of military and naval aeronautics, one representative each of the Smithsonian Institution, the United States Weather Bureau, and the National Bureau of Standards, together with eight additional persons (including a representative of the Bureau of Air Commerce, Department of Commerce) who are “acquainted with the needs of aeronautical science, either civil or military, or skilled in aeronautical engineering or its allied sciences.” All the members serve as such without compensation.

The committee maintains headquarters in Washington, D. C., where the Director of Aeronautical Research and staff are located.

ACTIVITIES

Laboratory.—The Langley Memorial Aeronautical Laboratory, Langley Field, Va., is the central aeronautical research laboratory of the Government where the committee carries on fundamental scientific research on which the War, Navy, and Commerce Departments and the aircraft industry rely for the production of new knowledge underlying progress in improving the performance, efficiency, and safety of American aircraft.

Office of Aeronautical Intelligence.—This office was established in the early part of 1918. It serves as a depository and distributing agency for the scientific and technical data on aeronautics comprising the results of the committee’s researches and also similar information collected by the committee from governmental and private agencies in this country and abroad. A technical assistant in Europe, with headquarters at the American embassy in Paris, visits governmental and private agencies in Europe to collect, not merely results of researches, but also first-hand information as to researches proposed and in progress.

Office of Aeronautical Inventions.—This office gives preliminary consideration, analyzes, and prepares reports on the merits of aeronautical inventions and designs submitted for governmental use through all Government agencies.

Approved.

JOSEPH S. AMES,
Chairman.

UNITED STATES COUNCIL OF NATIONAL DEFENSE

COUNCIL MEMBERS

THE SECRETARY OF WAR; SECRETARY OF THE NAVY; SECRETARY OF THE INTERIOR; SECRETARY OF AGRICULTURE; SECRETARY OF COMMERCE; and SECRETARY OF LABOR. COLONEL HARRY B. JORDAN, *Custodian of Records*

Information, Room 2546, Munitions Building, Nineteenth Street and Constitution Avenue NW., Washington, D. C.

Telephone, NATIONAL 2520, Branch 1419

Creation and Authority.—The Council of National Defense was established under authority of the act of August 29, 1916 (39 Stat. 649). Records of the Council of National Defense are now under the jurisdiction of the Assistant Secretary of War, who was charged by the Act of June 4, 1920, with maintaining adequate provision for the mobilization of matériel and industrial organizations necessary for war-time needs.

Purpose.—The Council is charged with supervising and directing "investigations and making recommendations to the President and the heads of executive departments as to the location of railroads with reference to the frontier of the United States so as to render possible expeditious concentration of troops and supplies to points of defense." It also coordinates military, industrial, and commercial purposes in the location of extensive highways and branch lines of railroad, utilization of waterways; mobilization of military and naval resources for defense; the increase of domestic production of articles and materials essential to the support of armies and of the people during the interruption of foreign commerce; the development of seagoing transportation; data as to amounts, location, method and means of production, and availability of military supplies; the giving of information to producers and manufacturers as to the class of supplies needed by the military and other services of the Government, the requirements relating thereto, and the creation of relations which render possible in time of need the immediate concentration and utilization of the resources of the United States.

Organization.—The Council is authorized by law to organize an Advisory Commission and such other subordinate bodies for assistance in special investigations as are required. An advisory body,

the Committee on Public Information, and a War Industries Board were organized to assist in the work of the Council. No meetings of the Council of National Defense have been held since the fiscal year 1921, and no appropriations for it have been made since that year.

Approved.

HARRY B. JORDAN,
Colonel, Ordnance Department,
Custodian of Records.

THE JOINT ECONOMY BOARD

ARMY MEMBERS

*COL. * ADNA R. CHAFFEE, *LIEUT. COL. B. C. DUNN,* LIEUT. COL. HARVEY D. HIGLEY, *LIEUT. COL.* FREDERICK W. BROWN, and MAJ. RICHARD K. SUTHERLAND

NAVY MEMBERS

CAPT. E. G. ALLEN, CAPT. B. L. CANAGA, *CAPT. A. B. REED,* CAPT. H. L. WYMAN, and CAPT H. DE F. MEL. JARVIS BUTLER, *Secretary*

Information, Room 2743, Navy Department Building, Eighteenth Street and Constitution Avenue NW., Washington, D. C.

Telephone, District 2900, Branch 126

Creation and Authority.—Joint agreement of the Secretary of War and the Secretary of the Navy dated September 20, 1933.

Purpose.—Continuing responsibility of investigating and reporting to the joint board on economies which can be effected from time to time, without loss of efficiency, by the elimination of overlap or the simplification of functioning in those activities of the War and Navy Departments concerned with joint operations of the two services or which have approximately parallel functions.

Organization.—The Board is composed of the Chief of Budget and Legislative Planning Branch, and four other officers of the Budget Advisory Committee of the War Department, and the Assistant Budget Officer, the Director, Central Division Office of Chief of Naval Operations, Director Fleet Maintenance Division, Operations, Navy Department, Assistant Director Shore Establishment Division, Office of Assistant Secretary of the Navy, and a representative of the Bureau of Supplies and Accounts designated by the Chief of Bureau of Supplies and Accounts.

Approved.

JARVIS BUTLER,
Secretary.

THE JOINT BOARD

BOARD MEMBERS

GEN. MALIN CRAIG, *Chief of Staff, U. S. Army*; MAJ. GEN. GEORGE S. SIMONDS, *Deputy Chief of Staff, War Plans Division, U. S. Army*; BRIG. GEN. STANLEY D. EMBICK, *Assistant Chief of Staff, War Plans Division, U. S. Army*; ADMIRAL WILLIAM H. STANDLEY, *Chief of Naval Operations, U. S. Navy*; REAR ADMIRAL J. K. TAUSSIG, *Assistant Chief of Naval Operations, U. S. Navy*; and *REAR ADMIRAL W. S. PYE,* *Director, War Plans, Division, Office of Naval Operations, U. S. Navy*, JARVIS BUTLER, *Secretary*

Information, Room 2743, Navy Department Building, Eighteenth Street and Constitution Avenue NW., Washington, D. C.

Telephone, DIstrict 2900, Branch 126

Creation and Authority.—The Joint Board was created July 17, 1903, by joint agreement of the Secretary of War and the Secretary of the Navy, amended by joint agreement dated July 24, 1919.

Purpose.—To provide effective coordination of policies for national defense and consider and reach common conclusions on all matters calling for the cooperation of the two services.

Approved.

JARVIS BUTLER,
Secretary.

PAN AMERICAN UNION

GOVERNING BOARD

CORDELL HULL, *Secretary of State of the United States, Chairman*; MANUEL DE FREYRE Y SANTANDER, *Ambassador of Peru, Vice Chairman*; FELIPE A. ESPIL, *Ambassador of Argentina*; ENRIQUE FINOT, *Minister of Bolivia*; *OSWALDO ARANHA, **Ambassador of Brazil*; MANUEL TRUCCO, *Ambassador of Chile*; *MIGUEL LÓPEZ PUMAREJO, *Minister* of Colombia*; MANUEL GONZALEZ-ZELEDON, *Minister Resident of Costa Rica*; *GUILLERMO PATTERSON Y DE JÁUREGUI, **Ambassador of Cuba*; RAFAEL BRACHE, *Minister of the Dominican Republic*; COLON ELOY ALFARO, *Minister of Ecuador*; HECTOR DAVID CASTRO, *Minister of El Salvador*; ADRIAN RECINOS, *Minister of Guatemala*; ALBERT BLANCHET, *Minister of Haiti*; MIGUEL PAZ BARAONA, *Minister of Honduras*; *FRANCISCO CASTILLO NÁJERA, **Ambassador of Mexico*; HENRI DEBAYLE, *Charge d'Affaires of Nicaragua*; RICARDO J. ALFARO, *Minister of Panama*; ENRIQUE BORDENAVE, *Minister of Paraguay*; JOSE RICHLING, *Minister of Uruguay*; and PEDRO MANUEL ARCAIZA, *Minister of Venezuela*

OFFICERS

L. S. ROWE, *Director General*; E. GIL BORGES, *Assistant Director*; WILLIAM MANGER, *Counselor*; WILLIAM A. REID, *Foreign Trade Adviser*; WILLIAM V. GRIFFIN, *Chief Clerk*; CHARLES E. BABCOCK, *Librarian*; LOWELL CURTISS, *Chief, Division of Accounts*; JOSE L. COLOM, *Chief, Division of Agricultural Cooperation*; ELSIE BROWN, *Chief, Editorial Division*; ENRIQUE CORONADO, *Editorial Assistant*; *CONCHA ROMERO JAMES, *Acting* Chief, Division of Intellectual Cooperation*; MATILDA PHILLIPS, *Chief, Division of Statistics*; JOSE TERCERO, *Chief, Division of *Travel**; *ANNE L. O'CONNELL, *Assistant* to the Director General; ANNIE D. MARCHANT, *Portuguese Translator*; HARRY BURKHOLDER, *Superintendent of Buildings and Grounds*; and GEORGE F. HIRSCHMAN, *Chief Mail Clerk*

Information, Pan American Union Building, Seventeenth Street between Constitution Avenue and C Street NW., Washington, D. C.

Telephone, NATIONAL 6635

Creation.—The Pan American Union was established in 1890 as a result of the First International Conference of American States, held in 1889–90. At that time it was known as the “International Bureau of American Republics.” The Bureau was reorganized in 1907, and at the Fourth Conference, held in 1910 at Buenos Aires, its name was changed to Pan American Union. Its functions were increased at the conference of 1923, held at Santiago, Chile; the conference at Habana, Cuba, in 1928; and the conference at Montevideo, Uruguay, in 1933.

Purpose.—The Pan American Union is the official international organization of the 21 Republics of the Western hemisphere, and it was established for the express purpose of developing closer cooperation between the nations of North America, Central America, South America, and the Caribbean district.

Organization.—General control of the Pan American Union is vested in a governing board composed of the diplomatic representatives in Washington of all the Latin-American Governments and the Secretary of State of the United States. A director general and an assistant director are the executive officers, being elected by the Governing Board. The Union maintains a staff of editors, statisticians, compilers, trade experts, translators, librarians, and clerks, all thoroughly trained in dealing with inter-American matters.

ACTIVITIES

Financial Support of the Union.—The organization is financed through joint contributions from the member States, each paying annually that part of the budget of expenses which its population bears to the total population of all of the Republics.

Publications Distributed.—The Union prepares and distributes among the member nations, in English, Spanish, and Portuguese, illustrated monthly bulletins. These contain a record of the progress of all the Republics. Descriptive pamphlets, commercial statements, maps, and special reports covering the various countries in the Union also are distributed. A nominal charge is made for the publications.

Correspondence Maintained.—The Union carries on extensive correspondence dealing with all phases of its activities, and distributes every variety of information helpful in promoting commerce, acquaintance, cooperation, and solidarity of interests among the American Republics.

International Conferences.—The Pan American Union arranges the dates and programs for the International Conferences of the American States, which are called Pan American Conferences. All records of the Conferences are kept in custody of the Union.

Collection of Publications and Photographs.—The Union's library in Washington, known as the "Columbus Memorial Library", contains 90,000 volumes and many maps relating to the Republics of America, as well as thousands of photographs, lantern slides, and negatives. All of this material is available for public inspection and study.

Approved.

L. S. ROWE,
Director General.

PAN AMERICAN SANITARY BUREAU

(Formerly International Sanitary Bureau)

OFFICERS AND DIRECTORS

DR. G. ARÍOZ ALFARO, *Buenos Aires, Argentina, Honorary Director*; SURG. GEN. HUGH S. CUMMING, *United States Public Health Service, Washington, D. C., Director*; MEDICAL DIRECTOR B. J. LLOYD, *United States Public Health Service, Washington, D. C., Assistant to the Director*; DR. C. E. PAZ SOLDÁN, *Lima, Peru, Vice Director*; DR. CARLOS MONGE, *Lima, Peru, Alternate*; DR. JUSTO F. GONZ LEZ, *Montevideo, Uruguay, Secretary*; DR. RAFAEL SCHIAFFINO, *Montevideo, Uruguay, Alternate*

MEMBERS OF DIRECTING COUNCIL

DR. SOLÓN NÚÑEZ F., *San José, Costa Rica*; DR. FRANCISCO DE P. MIRANDA, *Mexico, D. F., Mexico*; DR. C. DIEZ DEL CIERVO, *Caracas, Venezuela*; and DR. WALDEMAR E. COUTTS, *Santiago, Chile*

ALTERNATES

DR. VÍCTOR GROSSI, *Santiago, Chile*; DR. RUBÉN UMAÑA, *San José, Costa Rica*; DR. MIGUEL E. BUSTAMANTE, *Mexico, D. F., Mexico*; and DR. J. R. RISQUEZ, *Caracas, Venezuela*

PRESIDENT OF THE TENTH PAN AMERICAN SANITARY CONFERENCE

DR. JORGE BEJARANO, *Bogotá, Colombia*

MEDICAL DIRECTOR JOHN D. LONG, *United States Public Health Service, Traveling Representative*; and DR. A. A. MOLL, *3702 Military Road, Washington, D. C., Scientific Editor*

Information, Pan American Building, Seventeenth Street between Constitution Avenue and C Street NW., Washington, D. C.

Telephone, National 6635

Creation and Authority.—The Pan American Sanitary Bureau is an international autonomous body created by the Second International Conference of American Republics (1901-2). It was organized by the First Pan American Sanitary Conference in 1902, and reorganized in 1920 by the Sixth Pan American Sanitary Conference. Authority for its functions is provided in the Pan American Sanitary Code (1924) and in resolutions approved by various conferences of the American Republics since that year.

Purpose.—It is the aim of the Bureau to cooperate in maintaining and improving the health of the people of the 21 American Republics, and to prevent the spread of communicable diseases among these countries.

Organization.—The Bureau is governed by a council elected at each Pan American Sanitary Conference having a director as exec-

utive officer and chairman of the board who is also elected at the conferences. Personnel is assigned or employed by the director to carry out the duties of the Bureau.

ACTIVITIES

Acts as Consulting Office.—The Bureau acts as consulting office for the national * departments * of health of the American republics. It prepares and distributes the programs and publishes the proceedings of the Pan American Sanitary Conferences and the conferences of the National Directors of Health.

Studies and Investigations.—* The Bureau is authorized to conduct and has conducted scientific studies and investigations directed against the spread of epidemics, and to make other investigations involving the health of the nations represented.*

Publishes Bulletins.—The monthly Pan American Sanitary Bulletin, published in three languages by the Bureau, carries weekly reports on disease prevalence. Numerous other publications on sanitary subjects are published by the Bureau and distributed among the member nations.

Supported by Contributions.—The Bureau is supported by a fund contributed by all the American republics in proportion to their population.

Approved.

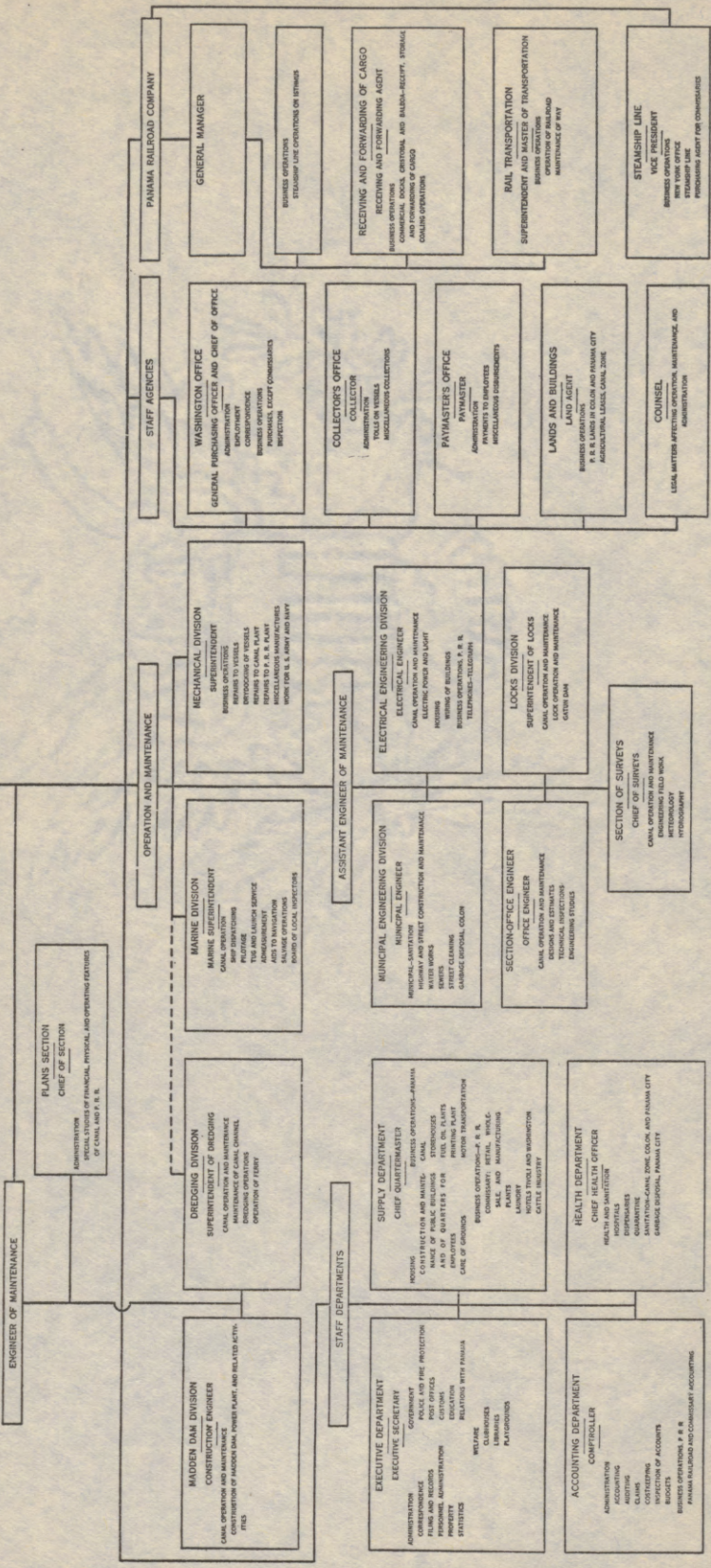
HUGH S. CUMMING,
Director.

(9-11-35)

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THE GOVERNOR, THE PANAMA CANAL
AND
THE PRESIDENT, THE PANAMA RAIL-
ROAD COMPANY



THE PANAMA CANAL

OFFICERS ON THE ISTHMUS

COL. JULIAN L. SCHLEY, *U. S. Army, Governor of The Panama Canal*; LT. COL. CLARENCE S. RIDLEY, *U. S. Army, Engineer of Maintenance*

OFFICERS IN WASHINGTON

A. L. FLINT, *General Purchasing Officer and Chief of Office*; H. A. A. SMITH, *Assistant *Comptroller* and Legal Adviser*; E. D. ANDERSON, *Chief Clerk, Purchasing Department*; E. E. WEISE, *Assistant to the Chief of Office*; and R. S. ERDMAN, *Appointment Clerk*

Information, *Third floor (front), 1435 K Street NW.,* Washington, D. C.

Telephone, NAtional 4294, Branch 1362

Creation and Authority.—The Panama Canal was created under authority of the Panama Canal Act of August 24, 1912 (37 Stat. 560, 569). Other legislation and numerous Presidential orders pertain thereto, supervision of the Panama Canal organization being placed by Executive order in the Secretary of War.

Purpose.—The Governor of The Panama Canal, under the supervision of the Secretary of War, is charged with the completion, maintenance, and operation of the Panama Canal, and the administration, sanitation, and government of the Canal Zone.

Organization.—The Panama Canal maintains departments of operation and maintenance, civil government, sanitation, supply and accounting, all on the Isthmus, with a subordinate office in Washington for handling administration, purchasing, and accounting matters in the United States.

Approved.

A. L. FLINT,
Chief of Office.

SPECIAL MEXICAN CLAIMS COMMISSION

OFFICERS

EDGAR E. WITT, *Chairman*; DARRELL T. LANE and JAMES H. SINCLAIR, *Commissioners*; EDGAR TURLINGTON, *Chief Counsel*; LOUIS W. MCKERNAN, G. C. SHERROD, F. M. ANDERSON, PAUL C. REED, J. RAYMOND SAWYER, *Legal Staff*; EDITH McDOWELL LEVY, *Secretary*.

Information, Room 428, Barr Building, 910 Seventeenth Street NW., Washington, D. C.

Telephone, DIstrict 5623

Creation and Authority.—The Special Mexican Claims Commission was established under the Act of April 10, 1935 (Pub. No. 30, 74th Cong.).

Purpose.—The Act provides that the Special Mexican Claims Commission shall have jurisdiction to hear and determine, conformable to the terms of the convention of September 10, 1923, in justice and equity, all claims against the Republic of Mexico, notices of which were filed with the Special Claims Commission, United States and Mexico, established by said convention of September 10, 1923, in which the said Commission failed to award compensation (except such claims as may be found by the Committee provided for in the special claims convention of April 24, 1934, to be General Claims and recognized as such by the General Claims Commission) and claims which were brought to the attention of the American agency charged with the prosecution of claims before the aforesaid Commission, prior to the expiration of the periods specified in the Convention of September 10, 1923, for the filing of claims, but which, because of error or inadvertence, were not filed with or brought to the attention of Commission within the said periods.

Approved.

EDGAR E. WITT,
Chairman.

(New Section) (10-24-35)

FOREIGN SERVICE BUILDINGS COMMISSION

COMMISSIONERS

SAM D. McREYNOLDS, *Representative from Tennessee, Chairman*; CORDELL HULL, *Secretary of State*; HENRY MORGENTHAU, JR., *Secretary of the Treasury*; DANIEL C. ROPER, *Secretary of Commerce*; KEY PITTMAN, *Senator from Nevada*; WILLIAM E. BORAH, *Senator from Idaho*; HAMILTON FISH, JR., *Representative from New York*

Information, Room 330½, State, War, and Navy Building, Seventeenth Street South of Pennsylvania Avenue, Washington, D. C.

Telephone, DIstrict 4510, Branch 372

Creation and Authority.—The Foreign Service Buildings Commission was created by the act of Congress approved May 7, 1926 (44 Stat. 403). This act, known as the Foreign Service Buildings Act of 1926, was amended by the act approved May 29, 1928 (45 Stat. 971, Ch. 876).

Purpose.—The act, as amended, authorizes the Secretary of State, subject to the direction of the Commission, to acquire sites, to construct, maintain, repair, and furnish buildings, and to improve the grounds for the diplomatic and consular establishments of the United States abroad, within the limits of appropriations as provided by Congress under the act. The Commission may also recommend the consolidation of such Foreign Service establishments into one or more buildings. The Secretary of State is empowered, at the Commission's direction to collect information and to formulate plans for the use of the Commission, including the acquirement of special architectural or other necessary technical services, the cost of which may not exceed five percent of the total cost of the construction or repair for which the services are rendered.

Organization.—The Commission, as established by statute, is composed of the Secretary of State, the Secretary of the Treasury, the Secretary of Commerce, and the chairman and the ranking minority member of both the Senate Committee on Foreign Relations and the House Foreign Affairs Committee.

Approved.

SAM D. McREYNOLDS,
Chairman.

МОСКОВСКОЕ ПЕРВЕНСТВО ЛЮБОТЯНЩИНА
АДМАН ОНА ЗЕТАТС ГЕТИЛИ

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INTERNATIONAL FISHERIES COMMISSION UNITED STATES AND CANADA

ORIGINATED BY TREATY NO. 28 AND CONTINUED BY TREATY NO. 83
BETWEEN THE UNITED STATES AND CANADA FOR THE PRESERVATION OF
THE HALIBUT FISHERY OF THE NORTHERN PACIFIC OCEAN AND
BERING SEA

THE INTERNATIONAL FISHERIES COMMISSION CHAIRMAN COMMISSIONERS

PERFORMING THE DUTIES REQUIRED UNDER ARTICLES I AND II OF THE
TREATY NO. 28 AND TREATY NO. 83, THE COMMISSION SHALL
THE LIFE HISTORY OF THE HALIBUT IN CONVENTION WATERS; TO "MAKE
SUCH REGULATIONS FOR THE COLLECTION OF STATISTICS OF THE CATCH OF
HALIBUT, INCLUDING THE LICENSING AND CLEARANCE OF VESSELS AS WILL
ENABLE THE INTERNATIONAL FISHERIES COMMISSION TO DETERMINE THE
CONDITION AND TEND OF THE HALIBUT FISHERY BY BANDS AND AREAS,
AS A PROPER BASIS FOR PRELIMINARY AND SUBSEQUENT INVESTIGATION
OF THE FISHERY; TO "FIX THE SIZE AND CHARACTER OF HALIBUT
FISHING APPLIANCES TO BE USED THEREIN"; TO "LIMIT THE CATCH OF HALI-
BUT FROM EACH AREA"; TO "FIX THE SIZE AND CHARACTER OF HALIBUT
FISHING APPLIANCES TO BE USED THEREIN"; TO "CLOSE TO ALL HALIBUT
FISHING SUCH PORTION OR PORTIONS OF AN AREA OR AREAS AS THE
INTERNATIONAL FISHERIES COMMISSION MAY DETERMINE TO BE NECESSARY
FOR THE PROTECTION OF THE FISHERY; TO "PUBLISH A REPORT OF ITS ACTIVITIES
FROM TIME TO TIME

SEATTLE OFFICE AND LABORATORY DIRECTOR

HEADQUARTERS FOR THE STAFF EMPLOYED BY THE COMMISSIONERS FOR
THE INVESTIGATION OF THE LIFE HISTORY OF THE HALIBUT, THE COLLEC-
TION AND ANALYSIS OF THE STATISTICS OF THE FISHERY, AND THE REGU-
LATIONS OF THE FISHERY, PREPARATION OF REPORTS, ETC.

PRINCE RUPERT OFFICE

MAINTAINED DURING THE FISHING SEASON FOR THE LICENSING AND
CLEARANCE OF HALIBUT VESSELS, FOR THE COLLECTION OF STATISTICS
AND FOR THE COLLECTION OF BIOLOGICAL MATERIAL

INTERNATIONAL FISHERIES COMMISSION, UNITED STATES AND CANADA

AMERICAN SECTION

COMMISSIONERS: FRANK T. BELL, *Commissioner of the Bureau of Fisheries*,
and EDWARD W. ALLEN

CANADIAN SECTION

COMMISSIONERS: JOHN PEASE BABCOCK, *Chairman*, and WILLIAM A. FOUND

*Information, International Fisheries Commission, 2725 Montlake Boulevard,
Seattle, Wash. (Headquarters Office), or Bureau of Fisheries, Commerce
Building, Washington, D. C.*

Washington Telephone, District 2200

Creation and Purpose.—The International Fisheries Commission was established as a result of the Convention of March 2, 1923, supplanted by the Convention of May 9, 1930, for the purpose of making a thorough investigation into the life history of the Pacific halibut and to make recommendations as to the regulations of the halibut fishery of the North Pacific Ocean, including the Bering Sea, which may seem desirable for its preservation and development.

Approved.

FRANK T. BELL,
Member, American Section.

(9-11-35)

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INTERNATIONAL BOUNDARY COMMISSION, UNITED STATES, ALASKA, AND CANADA

UNITED STATES SECTION

THOMAS RIGGS, *Commissioner*; JESSE HILL, *Engineer to the Commission*;
and EDGAR A. KLAPP, *Secretary*

CANADIAN SECTION

NOEL J. OGILVIE, *Commissioner*; JOHN A. POUNDER, *Engineer to the Commission*

Information, Room 2213, Commerce Building, Fourteenth Street between Constitution Avenue and E Street NW., Washington, D. C.

Telephone, DIstrict 2200, Branch 791

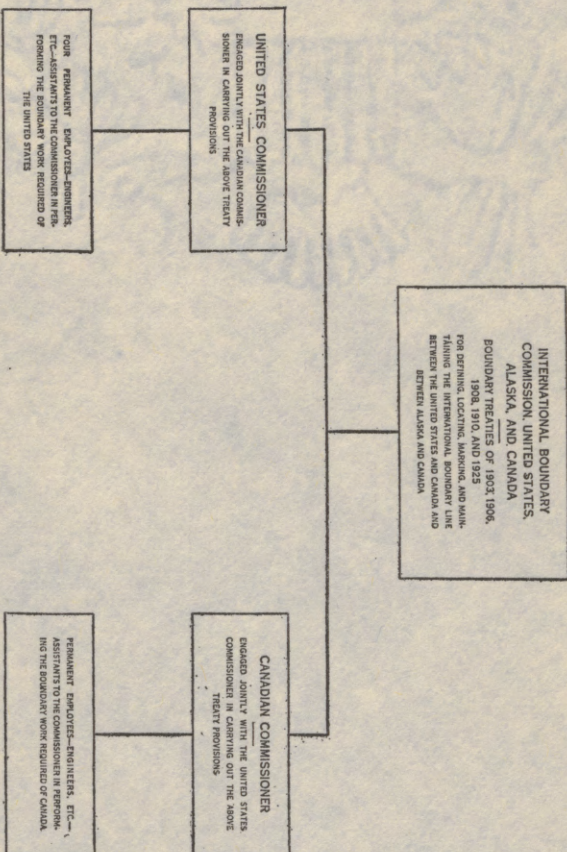
Creation and Purpose.—The Commission was created under the provisions of the treaties of April 21, 1906, April 11, 1908, and February 24, 1925, between the United States and Great Britain, for the purpose of defining, marking, and maintaining the demarcation of the international boundary line between the United States and Canada, and between Alaska and Canada.

Approved.

* THOMAS RIGGS,*
Commissioner.

(9-11-35)

INTERNATIONAL BOUNDARY COMMISSION UNITED STATES, ALASKA, AND CANADA



UNITED STATES, ALASKA, AND CANADA
INTERNATIONAL BOUNDARY COMMISSION



В соответствии с постановлением Совета Министров СССР от 15.01.1978 № 100-П, утвержденным в 1978 году, в целях совершенствования системы государственного управления, повышения эффективности ее деятельности, а также в целях усиления ответственности органов государственного управления за результаты своей работы, в 1978 году в системе государственного управления были проведены следующие мероприятия:

1. В целях совершенствования системы государственного управления, повышения эффективности ее деятельности, а также в целях усиления ответственности органов государственного управления за результаты своей работы, в 1978 году в системе государственного управления были проведены следующие мероприятия:

2. В целях совершенствования системы государственного управления, повышения эффективности ее деятельности, а также в целях усиления ответственности органов государственного управления за результаты своей работы, в 1978 году в системе государственного управления были проведены следующие мероприятия:

3. В целях совершенствования системы государственного управления, повышения эффективности ее деятельности, а также в целях усиления ответственности органов государственного управления за результаты своей работы, в 1978 году в системе государственного управления были проведены следующие мероприятия:

4. В целях совершенствования системы государственного управления, повышения эффективности ее деятельности, а также в целях усиления ответственности органов государственного управления за результаты своей работы, в 1978 году в системе государственного управления были проведены следующие мероприятия:

5. В целях совершенствования системы государственного управления, повышения эффективности ее деятельности, а также в целях усиления ответственности органов государственного управления за результаты своей работы, в 1978 году в системе государственного управления были проведены следующие мероприятия:

6. В целях совершенствования системы государственного управления, повышения эффективности ее деятельности, а также в целях усиления ответственности органов государственного управления за результаты своей работы, в 1978 году в системе государственного управления были проведены следующие мероприятия:

7. В целях совершенствования системы государственного управления, повышения эффективности ее деятельности, а также в целях усиления ответственности органов государственного управления за результаты своей работы, в 1978 году в системе государственного управления были проведены следующие мероприятия:

DEPARTMENT OF STATE
SECRETARY

AMERICAN SECTION

THE AMERICAN COMMISSION DIRECTS ALL OPERATIONS OF THE COMMISSION, INCLUDING THOSE PERTAINING TO COMPLIANCE WITH TREATIES AND TECHNICAL INVESTIGATION, AS WELL AS COORDINATION OF COOPERATION WITH THE MILITARY SECTION OF THE COMMISSION IN THE FORMULATION OF A PROGRAM FOR THE COOPERATIVE INVESTIGATION, AND OTHER INVESTIGATION, OF FORMULATES TECHNOLOGICAL STUDIES AND PLANS AND GUIDES THE COMMISSION'S RESEARCH AND INVESTIGATION, AND COORDINATES THE COMMISSION'S TECHNICAL STAFFS AND THE CROSS-SECTIONARY FOR TWO OF THE COMMISSION FUNCTIONS. IS SERVED AS THE MEDIUM OF COMMUNICATION BETWEEN THE JOINT COMMISSION AS SUCH AND THE SECRETARY OF STATE, AS IS NECESSARY TO THE ACCOMPLISHMENT OF SPECIFIC WORK FOR COOPERATION WITH THE MILITARY SECTION OF THE COMMISSION. THE COMMISSION IS SERVED AS A POWER TECHNICAL ADVISORY OF THE DEPARTMENT OF STATE, KEEPING THE DEPARTMENT INFORMED GENERALLY AS TO ALL EVENTS REGARDING THE RELATIONSHIP BETWEEN THE UNITED STATES AND RUSSIA IN ANY WAY CONNECTED WITH THE BOMBARDING OF THE COMMISSION'S FUNCTIONS.

ENGINEERING ADVISERS ARE ENGAGED FROM TIME TO TIME ON A PER-
DIEM BASIS FOR CONSULTATION ON SPECIAL PROBLEMS PERTAINING
RESPECTIVELY TO THE RIO GRANDE AND THE COLORADO RIVER

RESPECTIVELY TO THE RIO GRANDE AND THE COLORADO RIVER •

[illegible]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 08-28-2001 BY 60322 UCBAW

FIELD ENGINEER

DRAFTSMEN
COMPUTERS
BOOMEN
INSTRUMENTMEN

shown direction of the Transborder, the consulting engineer provided for by the Treaty of 1893 is in charge of the Engineering Division. In cooperation with the Consulting Engineer of the Mexican Section, he conducts surveys of river channels and basins, surveys navigational projects, and in the case of international boundaries regulated by previous change in the land area of the country, he determines the location of the international boundary line. Under the name of the Commission for the Supervision of Such Areas as may be provided by Treaty, he supervises all plans and construction of various special projects of international flood control, such for example as the Lower Colorado River Project, the Colorado River Project, the Lower Rio Grande Project, the Rio Grande Rectifying Flood-Control Project at Arizona, and the Rio Grande Rectifying Flood-Control Project in Mexico and the El Paso-Maricopa Valley Project in the United States. He directs the engineering force employed upon special investigations pertaining to irrigated areas, and under special agreements and other international treaties, he directs the engineering force employed in irrigated areas under international treaties and other international agreements.

CHIEF CLERK
JULIA AND FILES CLERK

THIS DIVISION CONDUCTS ALL WORK INCIDENT TO SUPERVISING AND MAINTAINING CONTROL AND DETAIL COST ACCOUNTS, PREPARATION OF PRODUCTS, THINKING, PURCHASING, DISBURSING, AND ALL OTHER PHYSICAL AND ACCOUNTING MATTERS IN STRICT CONFORMITY WITH ALL GOVERNMENTAL REQUIREMENTS SO ADAPTED TO ALL WORK CARDED ON BY THE COMMISSION, INCLUDING SPECIAL ACCOUNTING CONNECTED WITH ENGINEERING AND CONSTRUCTION PROJECTS, AS TO BE EFFICIENT IN ALL TECHNICAL OPERATION.

LEGAL ATTRIBUTES OF THE PR

These previous channels studies and research have been characterized by the legal attributes of the problems of the Commission, including those which arise incident to the consumption of individual bottled state water laws and regulations of the international legal requirements surplus in formulating with Mexico and countries embracing the equitable distribution of the waters of international streams. It also concerns all legal waters of the American people to the commodities all legal waters of the American people to the commodities involving the general federal and state laws incident to the construction of flood-control projects and in connection with legal administrative matters bearing upon the operations of the American section of the Commission in its status as a governmental agency.

GRAND SITE STUDIES

ELEPHANT BUTTE SILT STUDIES

TREATIES WITH MEXICO AFFECTING THE INTERNATIONAL BOUNDARY LINE ARE THOSE OF 1822, 1823,

THEY HAVE BEEN EFFECTING THE INTERNATIONAL SITUATION OF THE PEOPLE OF THE UNITED STATES OF AMERICA. THE TREATY WITH MEXICO HAS RELATES TO THE DISPOSITION OF THE TERRITORY OF THE UNITED STATES OF AMERICA. THE TREATY WITH MEXICO HAS RELATES TO THE DISPOSITION OF THE TERRITORY OF THE UNITED STATES OF AMERICA. THE TREATY WITH MEXICO HAS RELATES TO THE DISPOSITION OF THE TERRITORY OF THE UNITED STATES OF AMERICA.

RIO GRANDE RECTIFICATION

EL PASO-JUANES VALLEY

NOGALES FLOOD CONTROL

FLOOD CONTROL

INTERNATIONAL BOUNDARY COMMISSION UNITED STATES AND MEXICO

UNITED STATES SECTION

LAWRENCE M. LAWSON, *Commissioner (Boundary and Water)*; CULVER M. AINSWORTH, *Consulting Engineer*; HERBERT J. S. DEVRIES, *Acting Secretary and Counsel*; M. B. MOORE, *Assistant Secretary and Chief Clerk*

Information, 627 First National Bank Building, El Paso, Texas

MEXICAN SECTION

ARMANDO SANTACRUZ JR., *Boundary Commissioner*; GUSTAVO P. SERRANO, *Water Commissioner*; JOAQUIN C. BUSTAMANTE, *Consulting Engineer*; JOSE HERNANDEZ OJEDA, *Secretary*; H. G. DE PARTEARROYO, *Assistant Secretary and Translator*

Information, P. O. Box No. 14, El Paso, Texas

Creation and Authority.—The Commission was organized under authority of the Treaty of March 1, 1889, and provided with additional powers and duties by the treaties of March 20, 1905, and February 1, 1933. The authority for further international functions with regard to matters affecting the boundary between the United States and Mexico is delegated to the Commission by exchange of notes between the two governments, and by national legislation undertaken independently by either government with respect to its own section of the Commission.

Purpose.—It is the purpose of the Commission to exercise jurisdiction over, and to examine and decide all differences or questions affecting the location of the boundary line, arising in connection with both the land and water portions of the boundary separating the two countries, as well as to conduct, under instructions of the two governments, technical investigations of all international problems along the boundary which require an engineering solution.

Organization.—The Commission is composed of a United States and of a Mexican section. Both sections are headed and staffed by engineers experienced in water engineering and with those problems peculiar to the Rio Grande and the Colorado Rivers. The United States Section has headquarters at El Paso, Texas, and the Mexican Section at Juarez, Chihuahua, Mexico.

ACTIVITIES

Jurisdiction of the Commission.—The jurisdiction of the Commission covers all questions pertaining to the location of the boundary between the United States of America and the United Mexican States, as established and modified by the treaties of 1848, 1853, 1884, 1905, and 1933, where the countries are separated for a distance of 1,321 miles by the Rio Grande, for 19 miles by the Colorado River, and for 673 miles by the overland boundary between El Paso and the Pacific Ocean.

Suspension of Construction Works.—The Commission is authorized to suspend the construction of works of any character along the Colorado River and the Rio Grande that are found to be in contravention of existing treaties.

Boundary Markers.—It erects and maintains monuments along the water boundary. It also repairs and maintains the monuments along the land boundary.

Surveys of Boundary Changes.—Surveys of the boundary made necessary by changes brought about by force of the current in both rivers are made by the Commission. It marks and eliminates *bancos* caused by such changes, establishing the national jurisdiction to be exercised over such tracts of land.

Commission Authorized to Conduct Meetings.—The Commission has authority to assemble papers containing information relative to boundary matters from either country; to hold meetings wherever questions may arise; to summon witnesses and to take testimony.

Commissioners' Decisions Binding.—If the two Commissioners agree to a decision their judgment is binding on both governments, unless it be disapproved by one of them within one month from the date it was pronounced.

Equitable Use of Waters.—The Commission is charged with investigation, study, and reports regarding the equitable use of waters of the three major international streams of the southwestern frontier, the Lower Rio Grande, the Lower Colorado, and the Tia Juana Rivers.

Stream Gages Operated.—In addition to the development and analysis of data pertaining to irrigated areas and the use of waters generally, the Commission operates over some 1,500 miles of the Rio Grande and its tributaries and diversions, 54 stream gaging stations. These embrace the measurement of the run-off from over 55,000 square miles of drainage area of the Rio Grande within the United States between Fort Quitman and the Gulf of Mexico, and approximately one-half of the drainage area in Mexico between the same points.

Purpose of River Study.—The above studies are for the purpose of accumulating scientific data susceptible of use as the basis for

the negotiation of a treaty between the two countries relative to the use of the waters of these rivers.

International Flood Control.—The Commission handles questions for investigation and report in connection with flood-control measures along the international boundary which are submitted to it from time to time upon agreement of the United States and Mexico expressed through an exchange of notes.

By the provisions of the Treaty of February 1, 1933, between the United States and Mexico, the Commission was charged with the direction and inspection of the construction, and with the subsequent maintenance, of the Rio Grande Rectification Project in the El Paso-Juarez Valley. The plans for this project, of which the total estimated cost is \$6,106,500, were developed by the Commission. Through an exchange of notes the two governments approved plans submitted by the Commission for the Lower Rio Grande and the Nogales flood-control projects. The construction of all of these projects was initiated during the fiscal year 1934.

United States Section.—The United States Section of the Commission is conducting an investigation of the problems involved in the convention of May 21, 1906, under the terms of which the United States is obligated to deliver to Mexico annually in perpetuity 60,000 acre-feet of water in the bed of the Rio Grande at the international diversion dam at El Paso, Texas, pursuant to Public Res. No. 4, 74th Cong., approved February 13, 1935. Following submission of a preliminary report of this investigation, Congress authorized the construction of an adequate diversion dam in the Rio Grande near El Paso, Texas, to facilitate compliance with the convention of 1906. (Public Act No. 392, 74th Cong., approved August 29, 1935.)

The rectification of the Rio Grande in the El Paso-Juarez Valley, of which the American portion of the construction is being directly administered by the United States Section, involves the acquisition of lands through exchange with Mexico in the process of straightening the boundary river. Administration and disposition of such lands is provided for by the Act approved August 27, 1935 (Public, No. 370, 74th Cong.).

Under the provisions of the Act approved August 19, 1935 (Public, No. 286, 74th Cong.), together with executive action taken thereunder, statutory authorization is provided for the cooperation of the American Commissioner with representatives of the Government of Mexico in studies relating to the equitable use of waters of the Lower Rio Grande, Lower Colorado, and Tia Juana Rivers. Provision also is made for the conduct by the American Commissioner of technical and other investigations relating to the defining, demarcation, fencing of monumentation of the land and water boundary; and construction of fences, monuments, and other demarcation of the boundary line as well as sewer and water systems and other enumerated

structures crossing the international border. The Act further embraces statutory authority and administrative provisions for the construction, operation, and maintenance of treaty and other boundary projects.

Approved.

L. M. LAWSON,
American Commissioner.

(12-11-35)

INTERNATIONAL JOINT COMMISSION, UNITED STATES AND CANADA

AMERICAN COMMISSIONERS

A. OWSLEY STANLEY, JOHN H. BARTLETT, and EUGENE LORTON
C. E. SMITH, *Secretary*

CANADIAN COMMISSIONERS

CHARLES H. MACRATH, SIR WILLIAM H. HEARST, K. C. M. G., and GEORGE W.
KYTE, K. C. LAWRENCE JOHNSTON BURPEE, *Secretary*

Information, Room *1143,* Department of Justice Building, Tenth Street
and Pennsylvania Avenue NW., Washington, D. C.

Telephone, DIstrict *3733*

Creation and Purpose.—The International Joint Commission was established by the Treaty of January 11, 1909, for the purpose of preventing disputes regarding the use of boundary waters. The Commission also settles all pending questions between the United States and Canada involving the rights, obligations, or interests of either, in relation to the other, or to the inhabitants of the other along their common frontier, and it provides for adjustments and settlements of all such questions as may arise.

Approved.

C. E. SMITH,
Secretary.

(9-11-35)

313

MIXED CLAIMS COMMISSION, UNITED STATES AND GERMANY

COMMISSIONERS AND OFFICERS

OWEN J. ROBERTS, *Umpire*; CHANDLER P. ANDERSON, *American Commissioner*;
DR. VICTOR L. F. H. HUECKING, *German Commissioner*; ROBERT W. BONYNGE,
American Agent; H. H. MARTIN, *Assistant American Agent*; DR. RICHARD
PAULIG, *German Agent*

Information, Room 592, Department of State Building, Seventeenth Street
south of Pennsylvania Avenue NW., Washington, D. C.

Telephones, American Agent, DIstrict 4510, Branch 354; German Agent,
District 4500

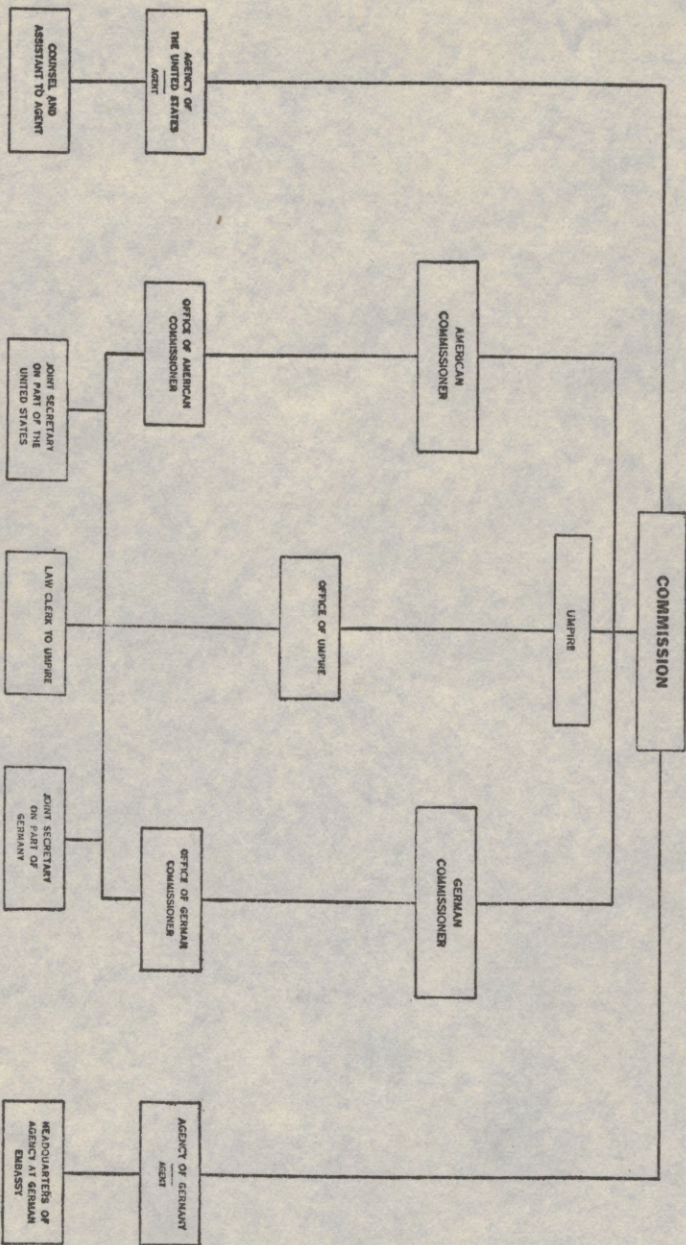
Creation.—The Mixed Claims Commission, United States and Germany, was established pursuant to an agreement of August 10, 1922, between the two countries. The Commission's activities were extended by another agreement, made on December 31, 1928.

Purpose.—It is the purpose of the Commission to settle claims arising out of the World War, covered by the Treaty of Berlin, of August 25, 1921. The time limit for filing claims expired on June 30, 1928. More than 20,000 claims were filed with the Mixed Claims Commission. Of these, all have been disposed of except 154, which are now pending disposition by the Commission.

Approved.

CHANDLER P. ANDERSON,
American Commissioner.

MIXED CLAIMS COMMISSION, UNITED STATES AND GERMANY



UNITED STATES AND GERMANY
MIXED CLAIMS COMMISSION



GENERAL CLAIMS ARBITRATION, UNITED STATES AND MEXICO

GENERAL CLAIMS COMMISSIONERS

OSCAR W. UNDERWOOD, JR., *American Commissioner*; G. FERNANDEZ-MACGREGOR,
Mexican Commissioner (Mexico City)

AMERICAN AGENCY

BERT L. HUNT, *Agent*; BENEDICT M. ENGLISH and E. RUSSELL LUTZ, *Assistant Agents*

Information, Office of the American Commissioner, Barr Building, 910 Seventeenth Street NW., Washington, D. C.; Office of the American Agency, Investment Building, Fifteenth and K Streets NW., Washington, D. C.

Telephone DIstrict 3367

Creation and Authority.—General Claims Arbitration between the United States and Mexico was made possible by a Convention signed by the two Governments on September 8, 1923. It was continued by a Protocol signed by the Governments on April 24, 1934.

Purpose.—It is the purpose of such arbitration to adjudicate, "in accordance with the principles of international law, justice, and equality", claims of American citizens against the Government of Mexico and of Mexican citizens against the Government of the United States. Such claims must have arisen since July 4, 1868.

AMERICAN INTERNATIONAL INSTITUTE FOR THE PROTECTION OF CHILDHOOD

UNITED STATES MEMBERS OF THE INTERNATIONAL COUNCIL.—KATHARINE F. LENROOT, *Children's Bureau, Department of Labor*; **The Senior Diplomatic Officer under the Chief of Mission, American Legation, Montevideo**

Offices.—Montevideo, Uruguay

Information, Room *7130, Department of Labor Building, Fourteenth Street and Constitution Avenue NW.,* Washington, D. C.

Telephone, NAtional 8472, Branch 8

Creation and Purpose.—The American International Institute for the Protection of Childhood was established in 1927 in accordance with a resolution of the Fourth Pan American Child Welfare Congress of 1924.

Purpose.—The purpose of this institute is to bring about a better understanding of the subject of child welfare and to afford a greater unity of effort among social workers in behalf of the children of the Western Hemisphere.

Approved.

KATHARINE F. LENROOT.

INTERNATIONAL OFFICE OF PUBLIC HEALTH AT PARIS

AMERICAN MEMBER OF THE PERMANENT COMMITTEE

HUGH S. CUMMING, *Surgeon General, United States Public Health Service*

Information, Office of the Surgeon General, United States Public Health Service,
Nineteenth Street and Constitution Avenue NW., Washington, D. C.

Telephone, NATIONAL 5710, Branch 300

Creation and Purpose.—The International Office of Public Health (Public Hygiene) at Paris was created by arrangement of the International Conference at Rome, ratified December 9, 1907.

This office maintains a central bureau for (a) the cooperative exchange of sanitary information between nations adhering to the arrangement, particularly in regard to the prevalence of plague, cholera, yellow fever, typhus fever, and smallpox; (b) the fostering of scientific sanitation in the interests of public health and international commerce; and (c) the administrative consideration of questions arising in connection with the application of the conventions for the sanitary control of international maritime and aerial navigation.

Approved.

HUGH S. CUMMING,
American member.

INTER-AMERICAN INDUSTRIAL PROPERTY COMMISSION

UNITED STATES MEMBER—EDWARD S. ROGERS

Information, Pan American Union, Seventeenth Street, between Constitution
Avenue and C Street NW., Washington, D. C.

Telephone, National 6635, Branch 30

Creation and Purpose.—The Inter-American Industrial Property Commission was established by resolutions of the Fourth Pan American Commercial Conference, October 5 to 13, 1931, and the Seventh International Conference of the American States, December 3 to 26, 1933.

This Commission is composed of one expert from each country appointed by the Pan American Union after consultation with the American Republics. Their duties are to transmit to the Governments of the American Republics the proposals for a general Convention for the Inter-American Protection of Patents and for a Protocol and Regulations on the Inter-American Registration of Patents, and to receive the objections and observations of these Governments so that they may be utilized in the coordination and formulation of the instruments to be signed later. The Inter-American Trade Mark Bureau at Habana acts as secretariat of the Commission and as an intermediary between the members of the Commission.

Approved.

WILLIAM MANGER,
Counselor, Pan American Union.

INTERNATIONAL INSTITUTE OF AGRICULTURE AT ROME

American Member of the Permanent Committee.—DR. HENRY C. TAYLOR
(*permanently in Rome, Italy*)

Information, Room *3851,* Bureau of Agricultural Economics, Department of
Agriculture, South Building, Thirteenth and C Streets SW., Washington,
D. C.

Telephone, DIstrict 6350, Branch 4401

Creation and Purpose.—The International Institute of Agriculture at Rome was established by the Convention of June 7, 1905, as amended by Protocol of April 21, 1926.

The duties of this Institute are to collect, compile, and disseminate statistics of production, trade, utilization, and prices of the world staples of agriculture and to study and report on the economics of comparative advantage as applied to the production of the various staples of world agriculture in the various countries, and the legal, administrative, and institutional helps and hindrances which influence international trade in agricultural products.

(9-11-35)

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PERMANENT COURT OF ARBITRATION

AMERICAN MEMBERS

ELIHU ROOT, JOHN BASSETT MOORE, NEWTON D. BAKER, MANLEY O. HUDSON

Information, Department of State; State, War, and Navy Building, Seventeenth Street, south of Pennsylvania Avenue NW., Washington, D. C.

Telephone, DIstrict 4510

Creation and Purpose.—The Permanent Court of Arbitration was established by the Hague Conventions of July 29, 1899, and October 18, 1907.

It is not really a court in the ordinary sense, nor was it intended to be such. Its decisions often are in the nature of a compromise which aims to please both parties, rather than decisions arrived at by the application of strict legal rules. It is not permanently in session, since it can only be constituted by a joint act and cooperation of both parties to a dispute, and there is no continuity in its decisions, as the arbitrators are selected by the parties to each controversy, and in most cases different individuals act as arbitrators in each case.

When a panel of judges has been selected from the list of members of the court by the parties to the dispute, it is known as an arbitration tribunal. This tribunal assembles at The Hague unless another place is selected.

INTERNATIONAL TECHNICAL COMMITTEE OF AERIAL LEGAL EXPERTS

AMERICAN MEMBERS

STEPHEN LATCHFORD, *Treaty Division, Department of State*; DENIS MULLIGAN, *Chief, Enforcement Section, Bureau of Air Commerce, Department of Commerce*; FRED D. FAGG, Jr., *Managing Director, Air Law Institute, Northwestern University*; and *JOSEPH P. TUMULTY, JR., *Attorney**

TECHNICAL ASSISTANT TO AMERICAN MEMBERS

JOHN JAY IDE, *Paris, France, Technical Assistant in Europe for the National Advisory Committee for Aeronautics*
Office of Secretary General of International Committee, Paris, France

Information, Room 139, Department of State, Seventeenth Street, south of
Pennsylvania Avenue NW., Washington, D. C.

Telephone, District 4510, Branch 144

Creation and Purpose.—Created in Paris, pursuant to a resolution of the First International Conference on Private Air Law, October 27 to November 6, 1925, the committee was organized for the purpose of developing a comprehensive code of private air law through the adoption of draft international conventions on various subjects of private air law on which final action is taken at general international *diplomatic* conferences called for the purpose of considering the committee's drafts. The committee meets annually to pass upon the work done by its four subcommittees, known as "commissions." The general practice is for two of the commissions to meet during the first half of the year and for the other two to meet during the second half, *the second meeting of the commissions being followed immediately by the annual session of the committee.*

There have so far been three international diplomatic conferences on private air law, the second and third of which were called for the purpose of taking action on the committee's draft conventions; the first in Paris in 1925, the second in Warsaw in 1929, and the third in Rome in 1933. The convention for the Unification of Certain Rules Relating to International Transportation by Air, signed at Warsaw on October 12, 1929, during the Second International Conference on Private Air Law, was based on a preliminary draft convention prepared by the committee. The United States* was not officially represented at the Warsaw Conference and did not sign the convention, but has become a party to the convention by adherence thereto. The convention is in force in a number of countries.*

The delegates to the Third Conference in Rome in 1933 signed two conventions, one entitled "convention for the unification of certain rules relating to the precautionary attachment of aircraft", and the other "convention for the unification of certain rules relating to damages caused by aircraft to third parties on the surface." The United States was represented at the Rome Conference by delegates who signed both conventions. These conventions also were based on preliminary drafts prepared by the international committee. * These conventions have not been ratified by the United States and have not yet been ratified by a sufficient number of the signatory countries to put them into effect.*

Approved.

STEPHEN LATCHFORD,
Department of State.
(9-11-35)

PERMANENT INTERNATIONAL ASSOCIATION OF NAVIGATION CONGRESSES

PERMANENT INTERNATIONAL COMMISSION

AMERICAN MEMBERS: COL. SPENCER COSBY, *Chairman*; *COL. WILDUR WILLING,*
Secretary; BRIG. GEN. CHARLES KELLER, MAJOR GORDON R. YOUNG,
J. SPENCER SMITH, ROY MILLER, BRIG. GEN. HERBERT DEAKYNE, and COL.
THOMAS H. JACKSON

PERMANENT INTERNATIONAL COUNCIL

AMERICAN MEMBERS: COL. SPENCER COSBY and BRIG. GEN. CHARLES KELLER

Office: Brussels, Belgium

Information, Room 2848 Munitions Building, Nineteenth Street and Consti-
tution Avenue NW., Washington, D. C.

Telephone, National 2520, Branch 2198

Creation and Purpose.—Formed in 1902 upon the invitation of the Government of Belgium and composed of about 47 Governments and Colonies; corporate bodies and private individuals are also admitted to membership. The purpose of this association is to promote the progress of inland and maritime navigation, more particularly as relates to the improvement of rivers, harbors, canals, etc. It accomplishes its purpose by organizing congresses from time to time, at which river and harbor experts from all over the world are brought together for the interchange of views. It publishes full accounts of the proceedings in English and other languages, as well as other papers and documents, all of which are officially furnished to the various river and harbor and navigation agencies of the United States Government. Its affairs are administered by a Permanent International Commission with headquarters in Brussels, Belgium.

Approved.

SPENCER COSBY,
Chairman.

BOARD OF SURVEYS AND MAPS OF THE FEDERAL GOVERNMENT

OFFICERS

**(Vacancy)* Chairman; E. C. BEBB (Federal Power Commission), Vice Chairman; J. H. WHEAT (United States Geological Survey), Secretary*

Information, Room 6206, Department of the Interior Building, F Street
between Eighteenth and Nineteenth Streets NW., Washington, D. C.

Telephone, DIstrict 1820, Branch 248

Creation and Authority.—The Board of Surveys and Maps of the Federal Government was created by Executive order of December 30, 1919, as a coordinating agency.

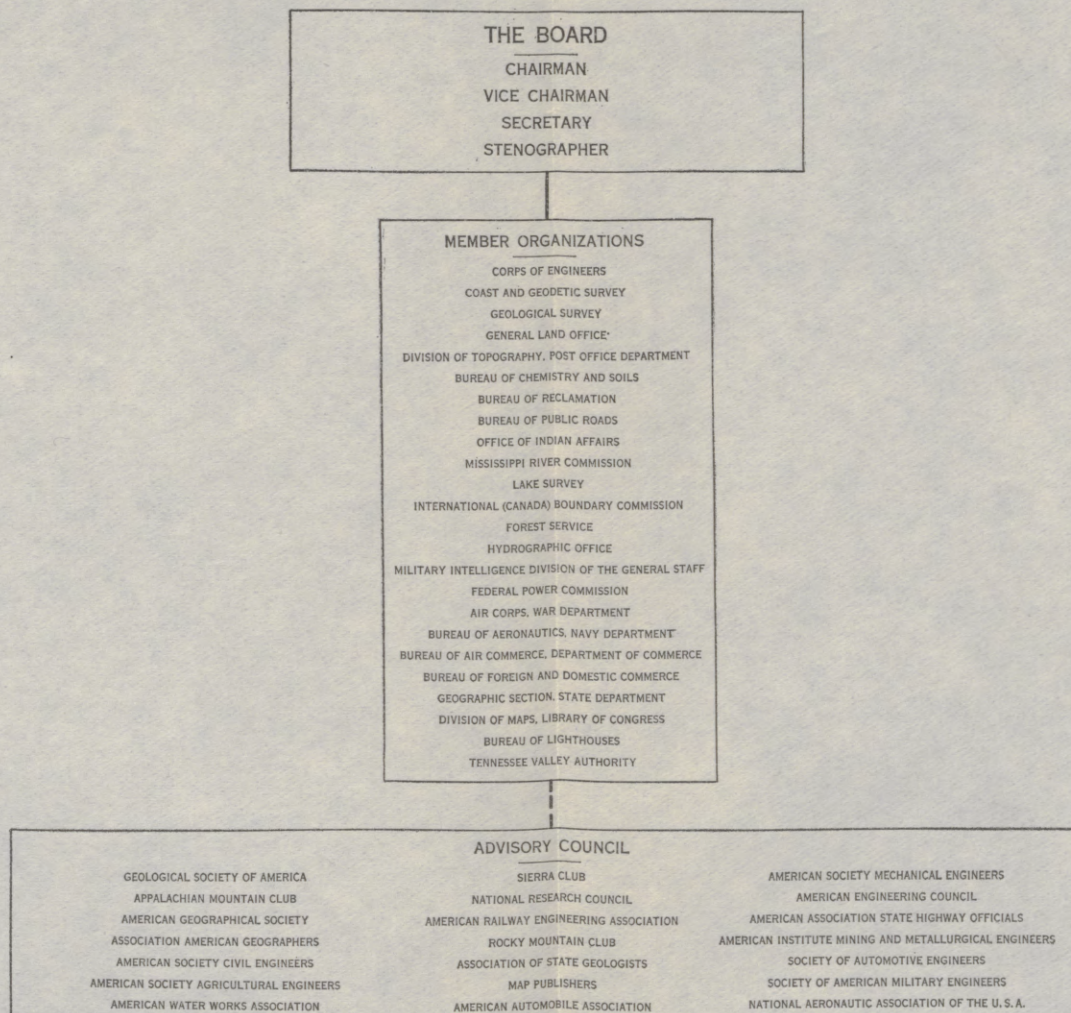
Purpose.—It is the purpose of the Board to make recommendations to the several departments or to the President for coordinating all map-making and surveying activities of the Government, and to settle all questions at issue between executive departments relating to surveys and maps, insofar as their decisions do not conflict with existing laws. A central information office has been established in the United States Geological Survey for the purpose of collecting, classifying, and furnishing information concerning all map and survey data available in the various Government departments and from other sources.

Organization.—The Board is composed of 23 members, each of whom is the representative of a Government bureau or agency concerned with maps or surveys. Appointments are made by the various bureau chiefs and the employee so designated receives no additional compensation. An advisory council, composed of representatives of 21 non-Federal organizations, clubs, and associations, submits recommendations to the Board for consideration at its meetings and otherwise represents the map-using public in affairs of the Board. Meetings are held on the second Tuesday of each month.

Approved.

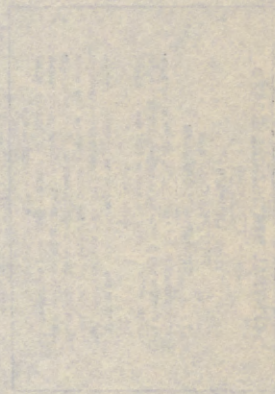
* J. H. WHEAT,
*Secretary.**
(9-11-35)

BOARD OF SURVEYS AND MAPS OF THE FEDERAL GOVERNMENT



CHAS. H. KESTER & SONS

PRINTED BY THE



NATIONAL ARCHIVES COUNCIL

MEMBERS

THE SECRETARY OF EACH OF THE EXECUTIVE DEPARTMENTS (*or an alternate from each department to be named by the Secretary thereof*), CHAIRMAN OF THE SENATE COMMITTEE ON THE LIBRARY, CHAIRMAN OF THE HOUSE COMMITTEE ON THE LIBRARY, LIBRARIAN OF CONGRESS, SECRETARY OF THE SMITHSONIAN INSTITUTION, ARCHIVIST OF THE UNITED STATES

Information, Office of the Archivist of the United States, Room * 1539 *, Department of Justice Building, Ninth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, DIstrict 0525

Creation and Purpose.—The National Archives Council was created by the act approved June 19, 1934 (Public, No. 432, 73d Cong.) (48 Stat. 1122) for the purpose of advising the Archivist of the United States. As stated in the act the council is to "define the classes of material which shall be transferred to the National Archives Building and establish regulations governing such transfer; and shall have power to advise the Archivist in respect to regulations governing the disposition and use of the archives and records transferred to his custody." On January 1 of each year the Archivist is required to transmit to Congress, with the approval of the council, a list or description of the papers, documents, and so forth (among the archives and records of the Government), which appear to have no permanent value or historical interest, and which, with the concurrence of the government agency concerned and subject to the approval of Congress, are to be destroyed or otherwise effectively disposed of.

Approved.

R. D. W. CONNOR,
Archivist of the United States.

CENTRAL STATISTICAL BOARD

CENTRAL STATISTICAL BOARD (TEMPORARY)

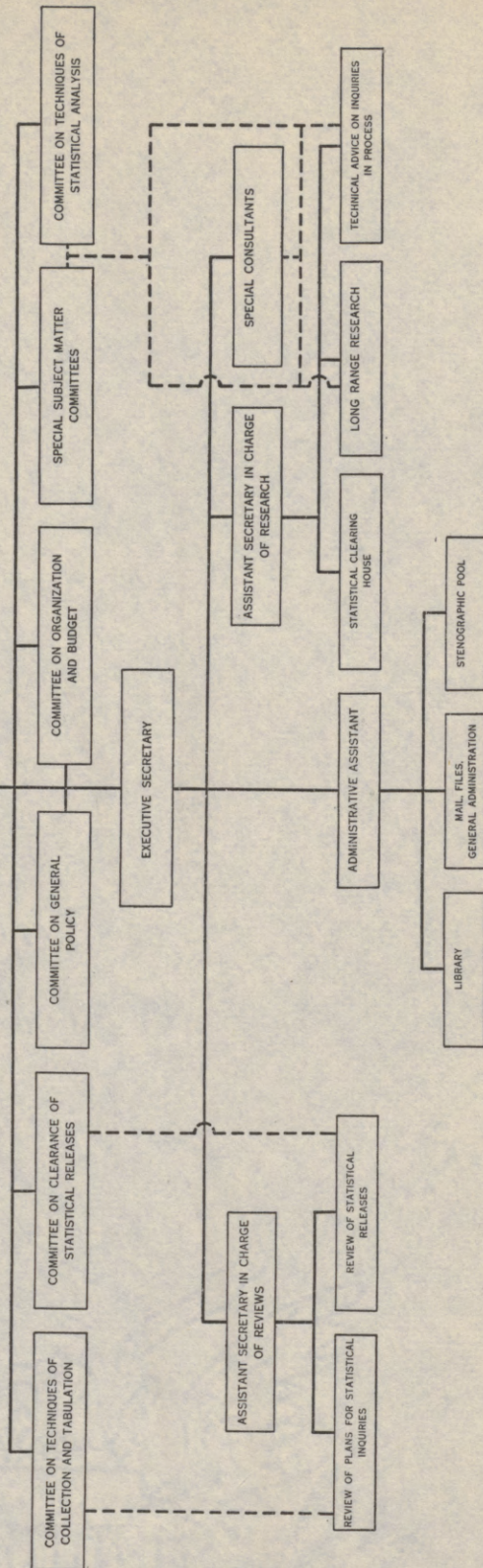
CHAIRMAN

FIRST VICE CHAIRMAN

SECOND VICE CHAIRMAN

EXECUTIVE ORDER NO. 509 LIMITS THE MEMBERSHIP OF THE BOARD TO A CHAIRMAN, TWO VICE CHAIRMAN, AND NOT TO EXCEED 10 OTHER MEMBERS WHO ARE ELECTED BY THE BOARD.

"THE BOARD SHALL PLAN AND PROMOTE THE IMPROVEMENT, DEVELOPMENT, AND COORDINATION OF ALL STATISTICAL SERVICES IN THE UNITED STATES WHICH ARE USEFUL FOR CARRYING OUT THE PURPOSES OF THE NATIONAL INDUSTRIAL RECOVERY ACT, INCLUDING BOTH SERVICES CONDUCTED BY OR SUBJECT TO THE SUPERVISION OF THE FEDERAL GOVERNMENT AND THOSE CONDUCTED BY OTHER PUBLIC OR PRIVATE AGENCIES . . ." (EXECUTIVE ORDER NO. 509)



CENTRAL STATISTICAL BOARD

OFFICERS

STUART A. RICE, *Acting Chairman*; OSCAR C. STINE, *Vice Chairman*

MEMBERS

OSCAR E. KIESSLING, *Department of the Interior*; MORDECAI EZEKIEL, *Department of Agriculture* (LOUIS BEAN, *Alternate*); (Vacancy), *Department of Commerce* (CLAUDIUS T. MURCHISON or E. A. TUPPER, *Alternates*); ISADOR LUBIN, *Department of Labor* (SIDNEY WILCOX, *Alternate*); E. A. GOLDENWEISER, *Federal Reserve Board* (WOODLIFF THOMAS, *Alternate*); L. C. MARSHALL, *National Recovery Administration*; MEREDITH B. GIVENS, *Committee on Government Statistics and Information Service*; E. DANA DURAND, *Tariff Commission*; CORRINGTON GILL, *Federal Emergency Relief Administration*; GEORGE C. HAAS, *Department of the Treasury*; OSCAR C. STINE, *Department of Agriculture*; MAX O. LORENZ, *Interstate Commerce Commission*; W. H. S. STEVENS, *Federal Trade Commission*; LEONARD D. WHITE, *Civil Service Commission*

STAFF

WILLIAM J. CARSON, *Acting Executive Secretary*; EDWARD R. GRAY, *Assistant Secretary and Principal Research Assistant*

Information, Room 7028 Commerce Building, Fourteenth Street between Constitution Avenue and E Street NW., Washington, D. C.

Telephone, DIstrict 1474

Creation and Authority.—The Central Statistical Board was established under the authority of the National Industrial Recovery Act of June 16, 1933 (48 Stat. 195), by Executive Order No. 6225 dated July 27, 1933. This order was amended by subsequent orders No. 6700, dated May 4, 1934, and No. 7003, dated April 8, 1935. The three orders were continued by Executive Order No. 7076, dated June 15, 1935. The Board was organized on August 9, 1933. Other Executive orders pertaining to the Board are Nos. 6240 and 6718. An Act (Public No. 219, 74th Cong.), to provide for statutory organization of the Board for a period of five years was approved July 26, 1935. Reorganization of the existing Board to conform to provisions of the statute will take place as soon as necessary arrangements can be completed. The Act creating the new statutory Board also provides for the creation of a supervisory committee of the Cabinet. The committee will be designated as the Central Statistical Committee and will be made up of the Secretary of the Treasury, the Secretary of Agriculture, the Secretary of Commerce, and the Secretary of Labor.

Purpose.—The purpose of the Central Statistical Board is to plan and promote the improvement, development, and coordination of

Federal and other public and private statistical services. It is also charged with promoting economy and efficiency and with the elimination of unnecessary duplication in such services. The earlier authorities of the Board, as expressed in its several Executive orders, are incorporated in Section 5 of the statute, which reads as follows:

"The Board shall—

(a) At the request of the President or the Committee, or may of its own motion, investigate and make recommendations with respect to any existing or proposed statistical work carried on by an agency of, or subject to the supervision of, the Federal Government;

(b) Have the power, with the consent of the agency concerned, to investigate and make recommendations with respect to any existing or proposed statistical work carried on by any agency in the United States other than the agencies specified in subsection (a) of this section;

(c) Have the power, subject to such rules and regulations as the President or the Committee may prescribe, to require from any agency specified in subsection (a) of this section information, papers, reports, and original records concerning any existing or proposed statistical work carried on by or subject to the supervision of any such agency: *Provided*, That this subsection shall not be construed to require or to make lawful any disclosure of confidential information, when such disclosure is specifically prohibited by law;

(d) Plan and promote the economical operation of agencies engaged in statistical work and the elimination of unnecessary work both on the part of such agencies and on the part of persons called on by such agencies to furnish information;

(e) Perform such other duties consistent with section 1 of this Act as the President or the Committee may authorize, and make such reports to the Committee as the Committee may require; and

(f) Make an annual report to the Committee and to the President for transmittal to Congress."

Funds to carry on the work of the Board to January 31, 1936, have been made available from Public Works appropriations. The reorganized, statutory Board will secure funds through legislative appropriation.

Organization.—The old Board was made up of a chairman, appointed by the President, designated representatives of the Secretaries of the Interior, Agriculture, Commerce, and Labor, the Governor of the Federal Reserve Board, the National Industrial Recovery Board, and the Committee on Government Statistics and Information Services, and "such other persons as these representatives may from time to time elect to full or limited membership, provided that the total number of members shall not exceed 17." The statutory Board is made up of a Chairman, appointed by the President with the advice and consent of the Senate, and not to exceed 13 additional members who are to be selected in such manner as the President shall prescribe.

Approved.

STUART A. RICE,
Acting Chairman.

DISTRICT OF COLUMBIA-VIRGINIA BOUNDARY COMMISSION

COMMISSIONERS

CHARLES H. BROUGH, WILLIAM C. GLOTH, MALCOLM S. MCCONIHIE

Information, Room 1-110, Temporary "F" Building, Ninth Street and
Constitution Avenue NW., Washington, D. C.

Telephone, NAational 7614

Creation and Authority.—The District of Columbia-Virginia Boundary Commission was created by the act of March 21, 1934 (Public, No. 125, 73d Cong.) (48 Stat. 453). The Commission will continue until the completion of the Commissioner's report but not later than March 1, 1935. *The life of the Commission was extended to December 1, 1935, by Public, No. 9, Seventy-fourth Congress, approved March 21, 1935.* The Commissioners will report their findings and recommendations to Congress and to the Legislature of Virginia for action to ratify and establish the boundary line.

Purpose.—The Commission was created to determine the boundary line between the District of Columbia and the State of Virginia, and to provide for settlement of claims to property along or affected by such boundary line.

Organization.—The act authorized the President of the United States to appoint one commissioner to act in conjunction with a like commissioner to be appointed pursuant to an act of the Legislature of Virginia. The two appointed commissioners were empowered to select a third person, the three to constitute the Commission.

Approved.

CHARLES H. BROUGH,
Commissioner.

DISTRICT OF COLUMBIA BORDER COMMISSION

REPORT OF THE COMMISSIONERS OF THE DISTRICT OF COLUMBIA
BORDER COMMISSION
FOR THE YEAR 1911

The District of Columbia Border Commission was created by the act of March 3, 1909, (35 Stat. 1000), and its first report was made to the President and the Senate in 1910. The Commission was organized on April 1, 1910, and its first meeting was held on April 15, 1910. The Commission has since that time been engaged in a study of the border problem, and has made many suggestions for its improvement. The Commission has also been engaged in a study of the border problem, and has made many suggestions for its improvement. The Commission has also been engaged in a study of the border problem, and has made many suggestions for its improvement.

Approved: _____
Charles H. Johnson, Chairman



THE UNIVERSITY OF CHICAGO

WAR FINANCE CORPORATION

SECRETARY OF THE TREASURY

(IN CHARGE OF LIQUIDATION)

BY THE ACT APPROVED MARCH 1, 1933, IT WAS PROVIDED THAT AT THE CLOSE OF APRIL, 1933, THE LIQUIDATION OF THE ASSETS REMAINING AT THAT TIME AND THE WINDING UP OF THE AFFAIRS OF THE CORPORATION THEREAFTER SHALL BE TRANSFERRED TO THE SECRETARY OF THE TREASURY, WHO FOR SUCH PURPOSE SHALL HAVE ALL THE POWERS AND DUTIES OF THE BOARD OF DIRECTORS OF THE CORPORATION UNDER THE ACT APPROVED APRIL 5, 1918, AS AMENDED. FOR CARRYING OUT THE WINDING UP OF THE AFFAIRS OF THE CORPORATION, THE SECRETARY OF THE TREASURY IS AUTHORIZED TO ASSIGN TO ANY OFFICER OR OFFICERS OF THE UNITED STATES IN THE TREASURY DEPARTMENT THE EXERCISE AND PERFORMANCE, UNDER HIS GENERAL SUPERVISION AND DIRECTION, OF ANY SUCH POWERS AND DUTIES.

LIQUIDATING COMMITTEE

CHAIRMAN

COMMISSIONER OF ACCOUNTS AND DEPOSITS, TREASURY DEPARTMENT

MEMBER

CHIEF ACCOUNTANT, OFFICE OF COMMISSIONER OF ACCOUNTS AND DEPOSITS

TREASURY DEPARTMENT

EXERCISES GENERAL SUPERVISION OVER THE AFFAIRS OF THE CORPORATION, INCLUDING THE EXECUTION OF ALL LEGAL DOCUMENTS SUCH AS CONTRACTS, RELEASES, POWERS OF ATTORNEY, ASSIGNMENTS, CONVEYANCES, ON OTHER INSTRUMENTS REQUIRED IN CONNECTION WITH THE LIQUIDATION OF ITS ASSETS AND THE WINDING UP OF ITS AFFAIRS.

FIELD REPRESENTATIVES

COOPERATE WITH THE WASHINGTON OFFICE IN THE INVESTIGATION AND COLLECTION OF THE REMAINING ITEMS STILL CARRIED ON THE WASHINGTON OFFICE BOOKS THROUGH THE FORMER ATLANTA AGENCY OF THE CORPORATION.

THESE REPRESENTATIVES WERE FORMERLY ASSOCIATED WITH THE ATLANTA AGRICULTURAL LOAN AGENCY, WHICH WAS CLOSED AS OF JANUARY 15, 1933, AND THE RECORDS AND OUTSTANDING LOANS TRANSFERRED TO WASHINGTON, D. C.

ACCOUNTS AND RECORDS

SECRETARY AND TREASURER

OFFICE OF THE COMMISSIONER OF ACCOUNTS AND DEPOSITS

TREASURY DEPARTMENT

EXERCISES ADMINISTRATIVE SUPERVISION OVER THE LIQUIDATION OF THE CORPORATION'S ASSETS AND THE WINDING UP OF ITS AFFAIRS, INCLUDING RECORDS OF ALL RECEIPTS AND DISBURSEMENTS, PREPARATION OF ALL DOCUMENTS AND ATTESTING TO LEGAL DOCUMENTS, PREPARATION OF ALL CORRESPONDENCE, REPORTS, AND MEMORANDA; MAINTENANCE OF THE MINUTES OF THE MEETINGS OF THE LIQUIDATING COMMITTEE, AND MAINTENANCE OF ALL ACCOUNTS, RECORDS, AND FILES.

WAR FINANCE CORPORATION (In Liquidation)

HENRY MORGENTHAU, JR. (*Secretary of the Treasury*), in charge of liquidation

LIQUIDATING COMMITTEE

DANIEL W. BELL, * (*Assistant to the Secretary*), * *Chairman*; E. F. BARTELT, * (*Commissioner of Accounts and Deposits, Treasury Department*), * *Member*; General Counsel; W. T. HEFFELFINGER, (*Assistant to the Commissioner of Accounts and Deposits, Treasury Department*), *Secretary and Treasurer*

Information, Room 376, Treasury Department, Fifteenth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, NATIONAL 6400, Branch 2138

Creation and Authority.—The War Finance Corporation was created by the act of April 5, 1918 (40 Stat. 506).

In accordance with the act of February 20, 1924 (43 Stat. 14), the Corporation ceased to receive applications on November 30, 1924, and discontinued the making of new loans on December 31, 1924. It entered the period of liquidation on January 1, 1925. For the purpose of liquidating its assets, the corporate life of the Corporation was extended for 1 year, from April 4, 1928, to April 4, 1929, by the act approved April 4, 1928 (45 Stat. 405). By the act approved March 1, 1929 (45 Stat. 1442), the liquidation of the assets remaining at the close of April 4, 1929, and the winding up of the affairs of the Corporation thereafter were transferred to the Secretary of the Treasury, who for such purpose was given all the powers and duties of the board of directors of the Corporation under the War Finance Corporation Act of April 5, 1918, as amended.

Purpose.—The original purpose of the Corporation was to give financial support to industries whose operations were "necessary or contributory to the prosecution of the war" and to banking institutions that aided in financing such industries. It was also authorized to make advances to savings banks and building loan associations, to buy and sell obligations of the United States Government, and to issue bonds.

In the spring of 1919 the Corporation undertook the financing of the railroads, then under Federal control, because no appropriation had been made for the maintenance of their operations.

In order to assist in the transition from conditions of war to conditions of peace, the Corporation was given authority in March 1919 to make advances, to the extent of \$1,000,000,000, to American exporters and American banking institutions which extended credits to finance American exports.

In August 1921 the Corporation's powers were further extended to make loans for agricultural purposes to banking and financial institutions, including livestock loan companies, and to cooperative marketing associations.

Capital Stocks and Bonds.—At the present time there remains outstanding \$10,000 of the capital stock. There is also outstanding \$10,000 in bonds which matured on April 1, 1920, but which have not yet been presented for payment.

Funds.—The funds of the Corporation are kept on deposit with the Treasurer of the United States. On January 26, 1934, and on previous dates, the Corporation paid into the Treasury all moneys belonging to it which, in the opinion of the Secretary of the Treasury, were not required for carrying on and completing the liquidation of its remaining assets and the winding up of its affairs, including reasonable provision for the further expenses thereof.

Organization.—To carry out the provisions of the liquidating act of March 1, 1929, the Secretary of the Treasury assigned to a liquidating committee the exercise and performance, under his general supervision and direction, of all powers and duties contained in that act.

Approved.

D. W. BELL,
Chairman Liquidating Committee.

TEXTILE FOUNDATION, INC.

BOARD OF DIRECTORS

FRANKLIN W. HOBBS, *Chairman*; STUART W. CRAMER, *Treasurer*; FRANK D. CHENEY; HENRY A. WALLACE (*Secretary of Agriculture*); DANIEL C. ROPER (*Secretary of Commerce*); EDWARD T. PICKARD (*Chief, Division of Textiles, Bureau of Foreign and Domestic Commerce of the Department of Commerce*), *Secretary and Assistant Treasurer*

* Information, Department of Commerce Building, Fourteenth Street between Constitution Avenue and E Street NW., Washington, D. C.*

Telephone, District 2200, Branch 2203

Creation and Authority.—The Textile Foundation, Inc., was created by the act of Congress approved June 10, 1930 (Public, No. 329, 71st Cong.) (46 Stat. 539). The incorporation was effected with the first meeting of the board of directors on June 11, 1930.

Purpose.—The corporation was organized for scientific and economic research for the benefit and development of the textile industry, its allied branches, including that of the production of raw materials.

Organization.—The corporation is managed by a board of directors consisting of the Secretary of Commerce, the Secretary of Agriculture, and three persons familiar with the textile industry appointed by the President for a term of 4 years. These members serve without compensation except for reimbursement of actual expenses incurred by them in the performance of the functions vested in the board.

The corporation has no personnel other than a secretary and one clerk-stenographer.

Authorized projects are undertaken by selected individuals or organizations.

Funds.—The corporation does not receive funds from the United States Government.

Reports to Congress and to the President.—The corporation, on or before the 1st day of December each year, transmits to Congress and to the President a report of its proceedings and activities for the preceding calendar year, which includes a detailed statement of its receipts and expenditures. Such reports are not printed as public documents.

Economic Studies.—The following economic studies are under way or completed: Commercial Problems of the Woolen and Worsted Industries; Merchandising of Cotton Textiles; Silk and Rayon Production and Distribution; Training of Men for the Textile Industry; flax production, preparation and utilization; community experiments in cotton production looking toward improvement in grade and staple.

Research.—Fourteen research fellows are working in laboratories on scientific aspects of textile fibers and products and problems related to production or processing thereof.

Publications.—Studies, when completed, are published and made available free or at a nominal charge. The reports of research fellows are distributed without charge on request from qualified individuals. The following bulletins are available for free distribution: Textile design: A Bibliography and Directory; Directory of Commercial Textile Testing Laboratories.

Approved.

EDWARD T. PICKARD,
Secretary.

NATIONAL ACADEMY OF SCIENCES

ACT OF INCORPORATION

SEC. 2. AND BE IT FURTHER ENACTED, THAT THE NATIONAL ACADEMY OF SCIENCES SHALL CONSIST OF NOT MORE THAN FIFTY* ORDINARY MEMBERS, AND THE SAID CORPORATION HEREBY CONSTITUTED SHALL HAVE POWER TO MAKE ITS OWN ORGANIZATION, INCLUDING ITS CONSTITUTION, BYLAWS, AND RULES AND REGULATIONS; TO FILL ALL VACANCIES CREATED BY DEATH, RESIGNATION, OR OTHERWISE; TO PROVIDE FOR THE ELECTION OF FOREIGN AND DOMESTIC MEMBERS, THE DIVISION INTO CLASSES, AND ALL OTHER MATTERS NEEDFUL OR USUAL IN SUCH INSTITUTION, AND TO REPORT THE SAME TO CONGRESS

SEC. 3. AND BE IT FURTHER ENACTED, THAT THE NATIONAL ACADEMY OF SCIENCES SHALL HOLD AN ANNUAL MEETING AT SUCH PLACE IN THE UNITED STATES AS MAY BE DESIGNATED, AND THE ACADEMY SHALL, WHENEVER CALLED UPON BY ANY DEPARTMENT OF THE GOVERNMENT, INVESTIGATE, EXAMINE, EXPERIMENT, AND REPORT UPON ANY SUBJECT OF SCIENCE OR ART, THE ACTUAL EXPENSE OF SUCH INVESTIGATIONS, EXAMINATIONS, EXPERIMENTS, AND REPORTS TO BE PAID FROM APPROPRIATIONS WHICH MAY BE MADE FOR THE PURPOSE, BUT THE ACADEMY SHALL RECEIVE NO COMPENSATION WHATEVER FOR ANY SERVICES TO THE GOVERNMENT OF THE UNITED STATES

(EXTRACTS FROM ACT OF INCORPORATION, ENACTED BY THE CONGRESS, AND APPROVED BY THE PRESIDENT OF THE UNITED STATES ON MARCH 3, 1863)

*IN THE YEAR 1870, THE CONGRESS SO AMENDED THE ACT OF INCORPORATION AS TO REMOVE THE LIMITATION OF THE NUMBER OF ORDINARY MEMBERS OF THE ACADEMY

OFFICERS

PRESIDENT
VICE PRESIDENT
FOREIGN SECRETARY
HOME SECRETARY
TREASURER
EXECUTIVE SECRETARY

COUNCIL OF THE ACADEMY

GOVERNING BODY

SECTION CHAIRMAN

ART. IV. SEC. 4. THE ACADEMY SHALL BE DIVIDED BY THE COUNCIL INTO SECTIONS REPRESENTING THE PRINCIPAL BRANCHES OF SCIENTIFIC RESEARCH. EACH SECTION SHALL ELECT ITS OWN CHAIRMAN TO SERVE FOR 3 YEARS. THE CHAIRMAN SHALL BE RESPONSIBLE TO THE ACADEMY FOR THE WORK OF HIS SECTION. (EXTRACT FROM CONSTITUTION OF NATIONAL ACADEMY OF SCIENCES)

MATHEMATICS
ASTRONOMY
PHYSICS
ENGINEERING
CHEMISTRY
GEOLOGY AND PALEONTOLOGY
BOTANY
ZOOLOGY AND ANATOMY
PHYSIOLOGY AND BIOCHEMISTRY
PATHOLOGY AND BACTERIOLOGY
ANTHROPOLOGY AND PSYCHOLOGY

NATIONAL RESEARCH COUNCIL

EXECUTIVE ORDER

THE NATIONAL RESEARCH COUNCIL WAS ORGANIZED IN 1916 AT THE REQUEST OF THE PRESIDENT BY THE NATIONAL ACADEMY OF SCIENCES, UNDER ITS CONGRESSIONAL CHARTER, AS A MEASURE OF NATIONAL PREPAREDNESS. THE WORK ACCOMPLISHED BY THE COUNCIL IN ORGANIZING RESEARCH AND IN SECURING COOPERATION OF MILITARY AND CIVILIAN AGENCIES IN THE SOLUTION OF MILITARY PROBLEMS DEMONSTRATES ITS CAPACITY FOR LARGER SERVICE. THE NATIONAL ACADEMY OF SCIENCES IS THEREFORE REQUESTED TO PERPETUATE THE NATIONAL RESEARCH COUNCIL, THE DUTIES OF WHICH SHALL BE AS FOLLOWS:

1. IN GENERAL, TO STIMULATE RESEARCH IN THE MATHEMATICAL, PHYSICAL, AND BIOLOGICAL SCIENCES, AND IN THE APPLICATION OF THESE SCIENCES, TO ENGINEERING, AGRICULTURE, MEDICINE, AND OTHER USEFUL ARTS, WITH THE OBJECT OF INCREASING KNOWLEDGE, OF STRENGTHENING THE NATIONAL DEFENSE, AND OF CONTRIBUTING IN OTHER WAYS TO THE PUBLIC WELFARE
2. TO SURVEY THE LARGER POSSIBILITIES OF SCIENCE, TO FORMULATE COMPREHENSIVE PROJECTS OF RESEARCH, AND TO DEVELOP EFFECTIVE MEANS OF UTILIZING THE SCIENTIFIC AND TECHNICAL RESOURCES OF THE COUNTRY FOR DEALING WITH THESE PROJECTS
3. TO PROMOTE COOPERATION IN RESEARCH, AT HOME AND ABROAD, IN ORDER TO SECURE CONCENTRATION OF EFFORT, MINIMIZE DUPLICATION, AND STIMULATE PROGRESS; BUT IN ALL COOPERATIVE UNDERTAKINGS TO GIVE ENCOURAGEMENT TO INDIVIDUAL INITIATIVE AS FUNDAMENTALLY IMPORTANT TO THE ADVANCEMENT OF SCIENCE
4. TO SERVE AS A MEANS OF BRINGING AMERICAN AND FOREIGN INVESTIGATORS INTO ACTIVE COOPERATION WITH THE SCIENTIFIC AND TECHNICAL SERVICES OF THE WAR AND NAVY DEPARTMENTS AND WITH THOSE OF THE CIVIL BRANCHES OF THE GOVERNMENT
5. TO DIRECT THE ATTENTION OF SCIENTIFIC AND TECHNICAL INVESTIGATORS TO THE PRESENT IMPORTANCE OF MILITARY AND INDUSTRIAL PROBLEMS IN CONNECTION WITH THE WAR, AND TO AID IN THE SOLUTION OF THESE PROBLEMS BY ORGANIZING SPECIFIC RESEARCHES
6. TO GATHER AND COLLATE SCIENTIFIC AND TECHNICAL INFORMATION AT HOME AND ABROAD, IN COOPERATION WITH GOVERNMENTAL AND OTHER AGENCIES AND TO RENDER SUCH INFORMATION AVAILABLE TO DULY ACCREDITED PERSONS

EFFECTIVE PROSECUTION OF THE COUNCIL'S WORK REQUIRES THE CORDIAL COLLABORATION OF THE SCIENTIFIC AND TECHNICAL BRANCHES OF THE GOVERNMENT, BOTH MILITARY AND CIVIL. TO THIS END, REPRESENTATIVES OF THE GOVERNMENT, UPON THE NOMINATION OF THE NATIONAL ACADEMY OF SCIENCES, WILL BE DESIGNATED BY THE PRESIDENT AS MEMBERS OF THE COUNCIL, AS HERETOFORE, AND THE HEAD OF THE DEPARTMENT IMMEDIATELY CONCERNED WILL CONTINUE TO COOPERATE IN EVERY WAY THAT MAY BE REQUIRED

WOODROW WILSON

THE WHITE HOUSE, MAY 11, 1918

IN COMPLIANCE WITH THE REQUEST OF THE PRESIDENT OF THE UNITED STATES, THE NATIONAL ACADEMY OF SCIENCES, ON APRIL 29, 1919, PERPETUATED THE NATIONAL RESEARCH COUNCIL

OFFICERS

HONORARY CHAIRMAN
CHAIRMAN
SECRETARY EMERITUS
EXECUTIVE SECRETARY

DIVISION CHAIRMAN

FEDERAL RELATIONS
FOREIGN RELATIONS
STATES RELATIONS
EDUCATIONAL RELATIONS
PHYSICAL SCIENCES
ENGINEERING AND INDUSTRIAL RESEARCH
CHEMISTRY AND CHEMICAL TECHNOLOGY
GEOLOGY AND GEOGRAPHY
MEDICAL SCIENCES
BIOLOGY AND AGRICULTURE
ANTHROPOLOGY AND PSYCHOLOGY

NATIONAL ACADEMY OF SCIENCES AND NATIONAL RESEARCH COUNCIL

OFFICERS

NATIONAL ACADEMY OF SCIENCES: *FRANK RATTRAY LILLIE,* *President*; ARTHUR L. DAY, *Vice President*; THOMAS HUNT MORGAN, *Foreign Secretary*; FRED. E. WRIGHT, *Home Secretary*; ARTHUR KEITH, *Treasurer*; and PAUL BROCKETT, *Executive Secretary*.
NATIONAL RESEARCH COUNCIL: *FRANK RATTRAY LILLIE,* *Chairman*; and ALBERT L. BARROWS, *Executive Secretary*.

Information, 2101 Constitution Avenue NW., Washington, D. C.

Telephone, DIstrict 2614

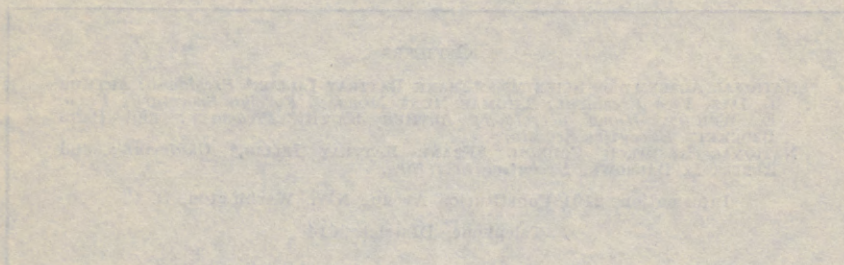
Creation and Authority.—The National Academy of Sciences was established by an act of Congress approved by President Abraham Lincoln on March 3, 1863. The act of incorporation specifies that “* * * the Academy shall, whenever called upon by any department of the Government, investigate, examine, experiment, and report upon any subject of science or art, the actual expense of such investigations, examinations, experiments, and reports to be paid from appropriations which may be made for the purpose, but the Academy shall receive no compensation whatever for any services to the Government of the United States.”

The National Research Council was organized in 1916 at the request of President Woodrow Wilson by the National Academy of Sciences, under the Academy's Congressional charter, as a measure of national preparedness. The National Research Council was perpetuated by the National Academy of Sciences on April 29, 1919, in response to President Wilson's further request, as expressed in Executive Order No. 2859, dated May 11, 1918, with duties as described in the six numbered paragraphs of the order.

Approved.

* FRANK RATTRAY LILLIE,*
President of the National Academy of Sciences.

NATIONAL ACADEMY OF SCIENCES AND NATIONAL RESEARCH COUNCIL



The National Academy of Sciences and the National Research Council are the two principal organizations in the United States that are concerned with the advancement of science and the promotion of research. The Academy is a voluntary association of distinguished scientists, and the Council is a government agency. Both organizations have played a significant role in the development of science and technology in the United States.

The National Academy of Sciences was founded in 1783, and the National Research Council was established in 1916. Both organizations have a long history of service to the nation, and they continue to play a vital role in the advancement of science and the promotion of research.

The National Academy of Sciences is a voluntary association of distinguished scientists, and the National Research Council is a government agency. Both organizations have played a significant role in the development of science and technology in the United States.

The National Academy of Sciences and the National Research Council are the two principal organizations in the United States that are concerned with the advancement of science and the promotion of research. The Academy is a voluntary association of distinguished scientists, and the Council is a government agency. Both organizations have played a significant role in the development of science and technology in the United States.

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the situation.

2. Once the problem is identified, the next step is to analyze the situation and determine the causes of the problem. This may involve conducting research or consulting with experts.

3. After analyzing the situation, the next step is to develop a plan of action. This plan should outline the steps that need to be taken to address the problem.

4. The next step is to implement the plan. This involves putting the plan into action and monitoring progress.

5. Once the plan is implemented, the next step is to evaluate the results. This involves assessing the effectiveness of the plan and making adjustments as needed.

6. The final step in the process is to document the results. This involves creating a record of what was done and the outcomes.

7. The next step is to share the results with others. This can help to spread the knowledge and ensure that the problem is not repeated.

8. The final step is to reflect on the process. This involves thinking about what was learned and how it can be applied in the future.

9. The next step is to review the process. This involves looking back at the steps that were taken and evaluating the overall effectiveness of the process.

10. The final step is to make improvements. This involves identifying areas where the process can be made more efficient and effective.

11. The next step is to implement the improvements. This involves putting the changes into action and monitoring progress.

12. The final step is to evaluate the results. This involves assessing the effectiveness of the improvements and making further adjustments as needed.

13. The next step is to share the results with others. This can help to spread the knowledge and ensure that the problem is not repeated.

14. The final step is to reflect on the process. This involves thinking about what was learned and how it can be applied in the future.



THE UNIVERSITY OF CHICAGO

SCIENCE ADVISORY BOARD

SCIENCE ADVISORY BOARD

CREATED BY THE PRESIDENT THROUGH EXECUTIVE ORDER NO. 636, JULY 11, 1945, WITH THE ADDITION OF SIX MEMBERS BY EXECUTIVE ORDER NO. 1072, MAY 20, 1946. ".... ACTING SECRETARY OF THE DEPARTMENT OF THE NATIONAL ACADEMY OF SCIENCES AND THE NATIONAL RESEARCH COUNCIL TO ADDRESS SPECIFIC PROBLEMS IN THE VARIOUS DEPARTMENTS

COMMITTEE ON THE SCIENTIFIC ASPECTS OF THE WAR AND NAVY DEPARTMENTS
SUBCOMMITTEE ON NAVAL RESEARCH
REQUESTED BY THE NAVY DEPARTMENT

COMMITTEE ON THE GEOLOGICAL SURVEY AND BUREAU OF MINES
APPOINTED IN RESPONSE TO A REQUEST FROM THE SECRETARY OF THE INTERIOR

COMMITTEE ON THE HEALTHY
APPOINTED IN RESPONSE TO A REQUEST FROM THE SECRETARY OF AGRICULTURE AND WITH THE COOPERATION OF THE DEPARTMENT OF WAR, NAVY, AND COMMERCE

EXECUTIVE COMMITTEE

COMMITTEE ON RESEARCH RAILWAY
APPOINTED IN RESPONSE TO A REQUEST FROM THE NATIONAL BOARD OF TRANSPORTATION

COMMITTEE ON THE BUREAU OF STANDARDS
COOPERATING WITH THE UNITED STATES BUREAU OF STANDARDS, DEPARTMENT OF COMMERCE, AND WITH THE COMMITTEE ON THE BUREAU OF STANDARDS OF THE BUREAU OF STANDARDS

COMMITTEE ON THE BUREAU OF AGRICULTURE AND SOILS
APPOINTED IN RESPONSE TO A REQUEST FROM THE SECRETARY OF AGRICULTURE

COMMITTEE ON BOULDER DAM SURVEY
APPOINTED IN RESPONSE TO A REQUEST FROM THE DIRECTOR OF THE BUREAU OF RECLAMATION

COMMITTEE ON MAPPING SERVICES OF THE FEDERAL GOVERNMENT
APPOINTED IN RESPONSE TO A REQUEST FROM THE DIRECTOR OF THE BUREAU OF THE BUREAU OF THE BUREAU

COMMITTEE ON LAND-USE

COMMITTEE ON NEW INDUSTRIES
APPOINTED IN RESPONSE TO A REQUEST FROM THE SECRETARY OF COMMERCE

COMMITTEE ON MEDICINE AND PUBLIC HEALTH
APPOINTED IN RESPONSE TO A REQUEST FROM THE SECRETARY OF THE TREASURY

COMMITTEE ON THE RELATION BETWEEN FUNDAMENTAL SCIENCES AND THE SCIENTIFIC STUDY OF HUMAN PROBLEMS

COMMITTEE ON THE POLICY OF THE GOVERNMENT IN RELATION TO SCIENTIFIC RESEARCH

SCIENCE ADVISORY BOARD

BOARD MEMBERS

KARL T. COMPTON, *Chairman, President, Massachusetts Institute of Technology*; W. W. CAMPBELL, *President, National Academy of Sciences*; ROGER ADAMS, *Professor of Organic Chemistry and Chairman of the Department of Chemistry, University of Illinois*; ISAIAH BOWMAN, *Chairman, National Research Council and Director, American Geographical Society of New York*; GANO DUNN, *President, J. G. White Engineering Corporation*; SIMON FLEXNER, *Director of the Laboratories of the Rockefeller Institute for Medical Research*; FRANK B. JEWETT, *Vice President, American Telephone and Telegraph Company and President, Bell Telephone Laboratories, Inc.*; LEWIS R. JONES, *Professor of Plant Pathology, University of Wisconsin*; CHARLES F. KETTERING, *Vice President, General Motors Corporation and President, General Motors Research Corporation*; C. K. LEITH, *Professor of Geology, University of Wisconsin*; FRANK R. LILLIE, *Andrew MacLeish Distinguished Service Professor of Zoology and Embryology, and Dean of the Division of the Biological Sciences, University of Chicago*; JOHN C. MERRIAM, *President, Carnegie Institution of Washington*; ROBERT A. MILLIKAN, *Director, Norman Bridge Laboratory of Physics, and Chairman of the Executive Council, California Institute of Technology*; THOMAS PARRAN, JR., *State Commissioner of Health of New York*; and MILTON J. ROSENAN, *Charles Wilder Professor of Preventive Medicine and Hygiene, Harvard Medical School, and Professor of Epidemiology, Harvard School of Public Health*. ALBERT L. BARROWS, *Secretary*.

Information, Room 213, 2101 Constitution Avenue NW., Washington, D. C.

Telephone, DIstrict 2614, Branch 19

Creation and Authority.—Science Advisory Board was established with the appointment of nine members for a period of two years under authority of the President's Executive Order No. 6238, dated July 31, 1933. This Order reads in part as follows:

"The National Research Council was created at the request of President Wilson in 1916 and perpetuated by Executive Order No. 2859, signed by President Wilson on May 11, 1918. In order to carry out to the fullest extent the intent of the above Executive Order there is hereby created a Science Advisory Board with authority, acting through the machinery and under the jurisdiction of the National Academy of Sciences and the National Research Council, to appoint committees to deal with specific problems in the various departments."

Six additional members were added by Executive Order No. 6725, May 28, 1934.

Executive Order No. 7100, July 15, 1935, extends the Science Advisory Board to December 1, 1935.

Approved.

KARL T. COMPTON,
Chairman.

FOREIGN TRADE ZONES BOARD

MEMBERS

DANIEL C. ROEPER, *Secretary of Commerce, Chairman*; HENRY MORGENTHAU, JR., *Secretary of the Treasury*; GEORGE H. DERN, *Secretary of War*
Committee of Alternates on Foreign Trade Zones: DR. C. T. MURCHISON, *Director Bureau of Foreign and Domestic Commerce, Department of Commerce, Chairman*; ELI FRANK, JR., *Chief Counsel, Bureau of Customs, Treasury Department*; BRIG. GEN. GEORGE B. PILLSBURY, *Assistant Chief of Engineers, War Department*
Executive Secretary: THOMAS E. LYONS, *Acting Chief, Transportation Division, Bureau of Foreign and Domestic Commerce, Department of Commerce, Executive Secretary*

Information Room *6847,* Department of Commerce, Fourteenth Street between Constitution Avenue and E Street NW., Washington, D. C.

Telephone, District 2200, Branch 2350

Creation and Authority.—The Foreign Trade Zones Board was created by Act of Congress approved June 18, 1934 (48 Stat. 988, 1001).

Purpose.—The purpose of the Board, as set forth in the act, is to provide for the establishment, operation, and maintenance of foreign-trade zones in ports of entry of the United States, and to expedite and encourage foreign commerce.

The Board is authorized, subject to conditions and restrictions of the act, to grant to corporations, both public and private, the privilege of establishing, operating, and maintaining foreign-trade zones in or adjacent to ports of entry under the jurisdiction of the United States. Into these zones foreign and domestic merchandise of every description not prohibited by law may be brought without being subject to the customs laws of the United States, except as otherwise provided in this act. This merchandise may not be manufactured or exhibited in the zones but may be stored, broken up, repacked, assembled, distributed, sorted, graded, cleaned, mixed with foreign or domestic merchandise, or otherwise manipulated, and be exported.

Foreign merchandise may be sent into customs territory of the United States from the zones in original packages or otherwise subject to the laws and regulations of the United States affecting imported merchandise. Subject to the provisions of the act, each port of entry is entitled to at least one zone, except where two cities separated by water are embraced in one port of entry, in which case a zone may be authorized in each city.

Organization.—The membership of the Board, as specified in the act, is composed of the Secretary of Commerce, the Secretary of War, and the Secretary of the Treasury, with the former as chairman. * The regulations provide that each member appoint an alternate to serve as an Interdepartmental Committee of Alternates on foreign trade zones. This committee aids in carrying out the purposes and provisions of the act and regulations.*

Approved.

DANIEL C. ROPER,
Chairman Foreign Trade Zones Board.

9-11-35

EXPORT-IMPORT BANK OF WASHINGTON

BOARD OF TRUSTEES

DANIEL C. ROPER, R. WALTON MOORE, GEORGE N. PEEK, T. JEFFERSON COOLIDGE, CHESTER C. DAVIS, ROBERT F. KELLEY, LYNN P. TALLEY, CLAUDIUS T. MURCHISON, HAROLD H. NEFF, WAYNE C. TAYLOR, JAMES B. ALLEY

OFFICERS

R. WALTON MOORE, *Chairman*; GEORGE N. PEEK, *President*; CHARLES E. STUART, *Vice President*; WAYNE C. TAYLOR, *Vice President*; WARREN LEE PIERSON, *General Counsel and Secretary*; LYNN P. TALLEY, *Treasurer*; D. B. GRIFFIN, *Assistant Treasurer*

Information, Room * 607,* Barr Building, 910 Seventeenth Street NW., Washington, D. C.

Telephone, National 6840, Branches 10 and 20

Creation and Authority.—The President, pursuant to authority granted to him by Sec. 2 of Title I of the National Industrial Recovery Act (Public, No. 67, 73d Cong., approved June 16, 1933) directed, by Executive Order No. 6581, dated February 2, 1934, the organization of a District of Columbia banking corporation under the name of Export-Import Bank of Washington.

The Secretary of State and the Secretary of Commerce were authorized and directed to cause the corporation to be formed with such certificate of incorporation and bylaws as they should deem necessary to define the methods by which the corporation should conduct its business.

The certificate of incorporation of the Bank was filed in the office of the Recorder of Deeds of the District of Columbia on February 12, 1934.

Public Act No. 1, Seventy-fourth Congress, approved January 31, 1935, continues the bank as an agency of the United States until June 16, 1937, or such earlier date as the President may fix by Executive order.

Purpose.—The purpose of the Bank is to aid in the financing and to facilitate exports and imports and the exchange of commodities between the United States and any of its territories and insular possessions and any foreign country or its agencies or nationals.

Powers.—In connection with the purpose for which it was created the Bank is authorized: To do a general banking business; to purchase, sell, negotiate, and discount, with or without its endorsement, notes, drafts, bills of exchange, acceptances, including bankers' acceptances, cable transfers, and other evidences of indebtedness and,

with the approval of the Secretary of the Treasury, to borrow money and rediscount notes, drafts, bills of exchange, and other evidences of debt; to purchase and sell securities, including obligations of the United States or any State thereof, but not including the purchase with its funds of any stock in any other corporation; to accept bills or drafts drawn upon it; to issue letters of credit; to purchase and sell coin, bullion, and exchange; to lend money, and to perform the necessary functions permitted by law in conducting such enterprise or business.

Organization.—The Bank is controlled by a board of 11 trustees, consisting of: Daniel C. Roper, Secretary of Commerce; R. Walton Moore, Assistant Secretary of State; George N. Peek, President of Export-Import Bank; T. Jefferson Coolidge, Under Secretary of the Treasury; Chester C. Davis, Administrator, Agricultural Adjustment Administration; Robert F. Kelley, Chief, Division of Eastern European Affairs, Department of State; Lynn P. Talley, Assistant to the Directors, Reconstruction Finance Corporation; * Claudius T. Murchison, director, Bureau of Foreign and Domestic Commerce; * Harold H. Neff, Assistant General Counsel, Securities and Exchange Commission; * Wayne C. Taylor, Vice-President, Export-Import Bank, and James P. Alley, General Counsel, Reconstruction Finance Corporation.* The officers of the Bank are elected annually by the Board of Trustees.

Capital Stock.—The capital stock of the Bank is fixed at \$11,000,000, divided into classes and shares as follows:

- (a) \$1,000,000 par value of common stock, divided into 10,000 shares of a par value of \$100 each; and
- (b) \$10,000,000 par value of preferred stock, divided into 10,000 shares of a par value of \$1,000 each.

There was set aside for the purpose of subscribing for the common capital stock of the proposed corporation the sum of \$1,000,000 out of the appropriation of \$3,300,000,000 authorized by Sec. 220 of the National Industrial Recovery Act and made by the Fourth Deficiency Act, fiscal year 1933, approved June 16, 1933 (Public No. 77, 73d Cong.).

All of the common stock is held for the use and benefit of the United States. All common shares, except eleven shares standing in the respective names of the trustees, are voted by such person or persons as the Secretary of State and the Secretary of Commerce appoint as their joint agent or agents for that purpose.

ACTIVITIES

The Bank was formed originally for the purpose of facilitating United States trade with the Soviet Union, but subsequently its operations have been extended for the benefit of trade with the rest of the world. On May 15, 1935, the Board approved for publication and distribution a revised statement of the general policy of the Bank.

General policy.—The Bank is interested primarily in the development of sound foreign trade and not in transactions involving direct financing of foreign exporters and importers. In unusual cases, however, credit to a foreign purchaser will be considered, provided the security offered is adequate and the shipper in this country participates in the risk to an extent satisfactory to the Bank.

Bank Does Not Compete With Existing Facilities.—The Bank will supplement rather than compete with the activities of existing financial institutions and, as far as practicable, opportunity will be given them to participate in commitments undertaken.

Aid to American Exporters.—In cases where American exporters desire to bid on foreign business, the Bank will study such proposals with a view to making commitments in advance of the submission of such bid.

Nonrecourse Obligations Not Considered a Primary Field of Operation for Bank.—The Bank does not consider the purchase of obligations without recourse upon applicant to be a primary field for its operations, but transactions involving terms and risks outside the ordinary routine of export and import business may be undertaken on a partial nonrecourse basis. Such transactions will be considered individually on their merits.

Credit Available to Applicants.—Consumers' goods will usually be limited to intermediate credit; capital and producers' goods will be considered for either intermediate or long-term credits.

(1) *Short-term credit (less than 180 days).*—Short-term credit will be considered only when unusual circumstances indicate that commercial banks cannot handle the business in part or at all.

(2) *Intermediate credit (180 days to 12 months).*—The bank will endeavor to supplement existing credit facilities in this field on terms and conditions which are considered advisable for the specific credit proposed.

(3) *Long-term credit (1 to 5 years).*—Long-term credit may be extended for periods up to 5 years, and under special circumstances for such longer periods as may be warranted.

Charges.—The Bank will stipulate the interest and other charges under which the credit will be extended after consideration of a proposal and concurrently with approval thereof. Charges in connection with special transactions will be consistent with maturities, risks, and other particular circumstances involved. Applicants may be required to pay a reasonable charge in the event an application is approved by the Bank in form satisfactory to applicant.

Applications for Export or Import Credit.—Any exporter or importer may make application for credit directly to the Export-Import Bank, or through a commercial bank. It is recommended that the applicant consult his commercial bank in any case, as experience has shown the advisability of the applicant submitting a proposal through his regular banking connection.

Information Required in Application.—The following information is essential for the consideration of any application by the bank:

1. Amount of credit and terms of repayment.
2. Name of foreign country and purchaser.
3. Security for proposed credit.
4. Commercial bank and trade references.
5. Comparative balance sheet and profit and loss figures for the preceding 3 years.
6. In certain cases cost sheets or other evidence of cost.

Utilization of American Ships.—Unless there are satisfactory reasons to the contrary, utilization of ships of American registry is required in the transportation of shipments financed by the bank. Also when practicable, applicant should give preference to insurance companies incorporated in the United States.

Approved.

GEORGE N. PEEK,
President.

WARREN LEE PIERSON,
General Counsel.

(11-11-35)

SECOND EXPORT-IMPORT BANK of WASHINGTON, D. C.

BOARD OF TRUSTEES

DANIEL C. ROPER, R. WALTON MOORE, GEORGE N. PEEK, T. JEFFERSON COOLIDGE,
CHESTER C. DAVIS, ROBERT F. KELLEY, JAMES B. ALLEY, LYNN P. TALLEY,
HAROLD H. NEFF

OFFICERS

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Vice President; WARREN LEE PIERSON, *General Counsel and Secretary*; LYNN
P. TALLEY, *Treasurer*; D. B. GRIFFIN, *Assistant Treasurer*

Information, Room *607, Barr Building, 910 Seventeenth Street* NW., Wash-
ington, D. C.

Telephone, NAtional 6840, Branches 10 and 20

Creation and authority.—The President, pursuant to authority granted to him by Sec. 2 of Title I of the National Industrial Recovery Act (Public No. 67, 73d Congress, approved June 16, 1933) directed, by Executive Order No. 6638, dated March 9, 1934, the organization of a District of Columbia banking corporation under the name of Second Export-Import Bank of Washington, D. C.

The Secretary of State and the Secretary of Commerce were authorized and directed to cause the corporation to be formed with such certificate of incorporation and bylaws as they should deem necessary to define the methods by which the corporation should conduct its business.

The certificate of incorporation of the bank was filed in the office of the Recorder of Deeds of the District of Columbia on March 12, 1934.

Public Act No. 1, Seventy-fourth Congress, approved January 31, 1935, continues the Bank as an agency of the United States until June 16, 1937, or such earlier date as the President may fix by Executive order.

Purpose, Powers, and Organization.—The purpose, powers, and organization of the Bank are substantially the same as the Export-Import Bank of Washington. The activities of the Bank are confined to transactions with the Export-Import Bank.

Capital Stock.—The initial capital stock of the Bank originally was fixed at \$2,750,000, divided into classes and shares as follows:

- (a) \$250,000 par value of common stock, divided into 2,500 shares of a par value of \$100 each; and
- (b) \$2,500,000 par value of preferred stock, divided into 2,500 shares of a par value of \$1,000 each.

There was set aside for the purpose of subscribing for the common capital stock of the proposed corporation, the sum of \$250,000 out of the appropriation of \$3,300,000,000 authorized by Sec. 220 of the National Industrial Recovery Act and made by the Fourth Deficiency Act, fiscal year 1933, approved June 16, 1933 (Public No. 77, 73d Cong.).

All of the common stock is held for the use and benefit of the United States. All common shares, except nine shares standing in the respective names of the trustees, are voted by such person or persons as the Secretary of State and the Secretary of Commerce appoint as their joint agent or agents for that purpose.

Preferred capital stock in the amount of \$2,500,000 has been retired.

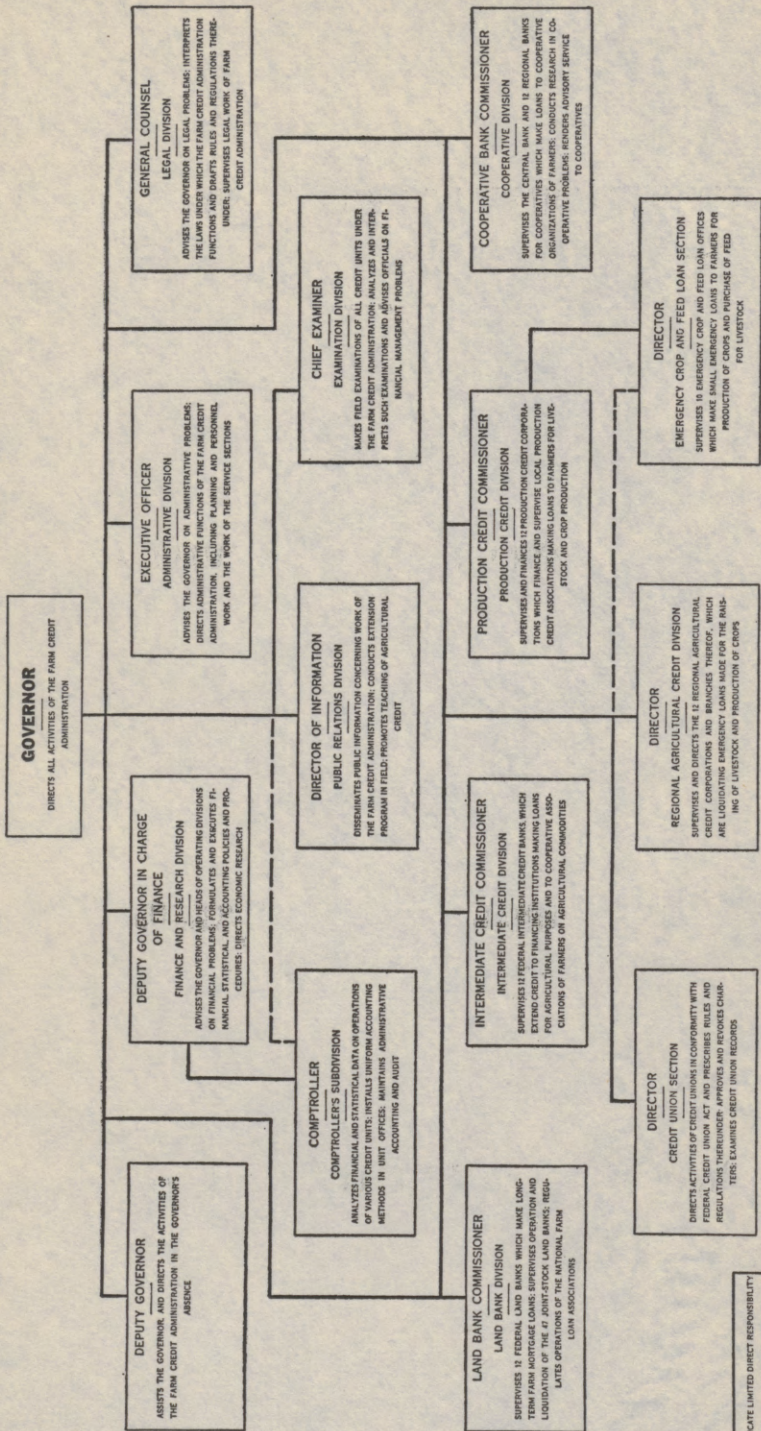
Approved.

GEORGE N. PEEK,
President.

WARREN LEE PIERSON,
General Counsel.

(12-11-35)

FARM CREDIT ADMINISTRATION



DOTTED LINES INDICATE LIMITED DIRECT RESPONSIBILITY

FARM CREDIT ADMINISTRATION

OFFICERS

WILLIAM I. MYERS, *Governor*; E. F. HILL, *and A. T. ESGATE, * *Deputy Governors*; *PEYTON R. EVANS, * *General Counsel*; A. S. GOSS, *Land Bank Commissioner*; F. W. PECK, *Cooperative Bank Commissioner*; S. M. GARWOOD, *Production Credit Commissioner*; G. M. BRENNAN, *Intermediate Credit Commissioner*; *C. C. JACOBSON, *Acting* Director Regional Agricultural Credit Division*; HERBERT EMMERICH, *Executive Officer*; E. H. LE MASTERS, *Comptroller*; NORMAN MONAGHAN, *Director Emergency Crop and Feed Loan Section*

Information, Room 712, 1300 E Street NW., Washington, D. C.

Telephone, DIstrict 1050, Branches 74 and 75

Creation and Authority.—Authority for the organization and activities of the Farm Credit Administration and the institutions operating under its supervision may be found in the following: Federal Farm Loan Act, approved July 17, 1916, and amendments thereto; Agricultural Marketing Act, approved June 15, 1929, and amendments; section 201 (e) of the Emergency Relief and Construction Act of 1932, approved July 1, 1932; Executive Order No. 6084, dated March 27, 1933; Emergency Farm Mortgage Act of 1933, approved May 12, 1933; Farm Credit Act of 1933, approved June 16, 1933; Federal Farm Mortgage Corporation Act, approved January 31, 1934; Farm Credit Act of 1935, approved June 3, 1935; Federal Credit Union Act, approved June 26, 1934; and sundry other resolutions and acts of Congress, either amending the foregoing, or of a temporary character.

Purpose.—The general purpose of the Farm Credit Administration system is to provide a complete and coordinated credit system for agriculture by making available to farmers long-term and short-term credit. It also provides credit facilities for farmers' cooperative purchasing and marketing organizations.

Organization.—The Farm Credit Administration system includes in its make-up the 12 Federal land banks, making long-term first-mortgage loans to farmers; the 12 Federal intermediate credit banks that discount short-term agricultural and livestock paper, make loans on the security of such paper, and make direct loans to cooperative marketing and purchasing associations; the 12 production credit corporations which supervise and furnish a part of the capital for local production credit associations providing short-term credit for production and general agricultural purposes; 1 central bank for coopera-

tives and 12 district banks for cooperatives, which provide credit for farmers' cooperative purchasing and marketing organizations; and the Federal Farm Mortgage Corporation, which aids in financing the lending operations of the Federal land banks. *Joint stock land banks were a part of the original Land Bank System, but Public Resolution No. 10, Seventy-third Congress, approved May 12, 1933, withdrew their authority to make additional mortgage loans.*

The 12 regional agricultural credit corporations (established by the Reconstruction Finance Corporation, and which are being liquidated), as well as the feed and seed loan activities of the Department of Agriculture, were also placed under the supervision of the Farm Credit Administration when consolidation of the system was effected on May 27, 1933 by Executive Order No. 6084. The principal officers of the Farm Credit Administration are its governor, 3 deputy governors, and 4 commissioners.

District Organization.—The continental United States is divided into 12 Federal land-bank districts. In each district there is a Federal land bank, a Federal intermediate-credit bank, a production-credit corporation, and a bank for cooperatives. All four district institutions are located in the same city and have the same directors. Each separate organization has its own officers.

In order to coordinate the activities of these four credit agencies, the directors serve in another capacity as the "Council of the Farm Credit Administration" of the district. An executive called the "general agent" is responsible for carrying out the coordination of day-to-day activities, having supervision over certain personnel and facilities, with the authority to direct the legal, accounting, informational, statistical, and field activities of the agencies.

The district offices, with the States served by each, are as follows:

Springfield, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, and New Jersey.

Baltimore, Md.: Pennsylvania, West Virginia, Virginia, Delaware, Maryland, and the District of Columbia.

Columbia, S. C.: North Carolina, South Carolina, Georgia, and Florida.

Louisville Ky.: Tennessee, Kentucky, Indiana, and Ohio.

New Orleans, La.: Louisiana, Mississippi, and Alabama.

St. Louis, Mo.: Illinois, Missouri, and Arkansas.

St. Paul, Minn.: North Dakota, Minnesota, Wisconsin, and Michigan.

Omaha, Nebr.: South Dakota, Wyoming, Nebraska, and Iowa.

Wichita, Kans.: Kansas, Oklahoma, Colorado, and New Mexico.

Houston, Tex.: Texas.

Berkeley, Calif.: California, Nevada, Utah, and Arizona.

Spokane, Wash.: Washington, Montana, Oregon, and Idaho.

Approved.

WILLIAM I. MYERS,
Governor.

PEYTON R. EVANS,
General Counsel.

(8-24-35)

FEDERAL LAND BANKS

(Farm Credit Administration)

SUPERVISORY OFFICIALS

A. S. GOSS, *Land Bank Commissioner*; JOHN H. GUILL, P. L. GADDIS, and W. J. MCANELLY, *Deputy Commissioners*; CARL COLVIN, *Special Assistant to the Land Bank Commissioner*

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Creation and Authority.—The Federal land banks were established under authority of the Federal Farm Loan Act of 1916. Since its enactment this act has been broadened by various amendments, notable among which are the amendments contained in the Emergency Farm Mortgage Act of 1933, approved May 12, 1933; the Farm Credit Act of 1933, approved June 16, 1933; the Federal Farm Mortgage Corporation Act, approved January 31, 1934; and the Farm Credit Act of 1935, approved June 3, 1935.

Purpose.—To make long-term loans upon first mortgages on farm lands and to issue farm loan bonds secured thereby.

Organization.—The Federal land-bank system consists of 12 land-bank districts, in each of which a Federal land bank is located. The banks are officered by presidents, vice presidents, treasurers, and secretaries.

ACTIVITIES

Federal Land Bank Loans.—These are long-term, low-interest-rate amortized loans made by Federal land banks to individuals who give as security first mortgages upon their farms and who agree to repay the loans in annual or semiannual installments. Corporations engaged in raising livestock are also eligible to borrow, under certain limitations.

How to Apply for a Loan.—Application should be made to the secretary-treasurer of the national farm loan association in the community in which is located the farm to be offered as security. These associations are corporations chartered under the Federal Farm Loan Act, through which Federal land-bank loans are made. Local bank officials can direct the applicant to the nearest secretary-treasurer.

Alternative Applications.—Should the secretary-treasurer of the national farm loan association decline to accept the application either for a loan through his association or directly for the bank, applicant should write to the Federal land bank of his district for advice. The States included in each district are listed on page 352.

Security Required.—A farm offered as security for a Federal land bank loan must be a complete farm unit of sufficient size and earning power under normal conditions to meet all annual expenditures, including principal, interest, insurance, taxes, etc., as well as to provide a suitable living for the borrower and his family.

Limitations.—In no event may the amount loaned exceed 50 percent of the appraised value of the land offered as security, plus 20 percent of the appraised value of the permanent, insured improvements on the land.

Loan Amounts Authorized.—Loans may be made for not less than \$100 nor more than \$50,000 to any one borrower. Loans for amounts in excess of \$25,000 and up to \$50,000 are made only with the approval of the Land Bank Commissioner.

Interest Rates.—* On loans held by the Federal land banks on May 12, 1933, or made by them thereafter through national farm loan associations, the maximum rate of interest charged borrowers is $3\frac{1}{2}$ percent for all interest payable on installment dates occurring after June 30, 1935, and prior to July 1, 1936; and is 4 percent for all interest payable on installment dates occurring during a period of two years beginning July 1, 1936. On loans now being made through national farm loan associations, the rate of interest to be paid by borrowers for all interest payable on installment dates occurring after June 30, 1938, is 4 percent. The rates of interest paid during these periods by borrowers having direct loans from the Federal land banks, or obtained from the Puerto Rican branch of the Federal Land Bank of Baltimore, are one-half of 1 percent in excess of the rates paid during the corresponding periods by borrowers through national farm loan associations.*

Cost of Obtaining a Land Bank Loan.—The banks are authorized to charge fees not exceeding the actual cost of appraisal, determination of title, and recording. Associations make initial charges to meet their necessary expenses, not in excess of 1 percent of the loan applied for. The initial deposit required with an application for a loan of \$5,000 or less is \$11, which covers a joint application for a loan from the bank and a loan from the Land Bank Commissioner. If no appraisal is made, \$10 of the \$11 deposited is returned to the applicant. Information concerning fees may be obtained from the secretary-treasurer of the association, from a local bank, or from the Federal land bank of the district.

Repayments of Land Bank Loans.—All loans are payable in annual or semiannual installments over a period of years, usually from twenty to thirty-odd years. These installments consist of interest and payments on the principal sufficient to retire the loan at the end of the period for which it is made.

Deferment of Payments on Principal.—On loans outstanding May 12, 1933, or made thereafter and outstanding on June 3, 1935, no payment on the principal portion of any installment payable between July 11, 1933, and July 11, 1938, will be required if the borrower is not in default with respect to any other condition or covenant of his mortgage. Borrowers may, if they so desire, pay regular installments on the principal during that period.

Prepayment Privileges.—Any borrower may, at the end of 5 years from the date his loan is made, or on any regular installment date thereafter, make in advance any number of installment payments on account of principal, or he may pay the entire principal. Special arrangements with the banks are made if it is desired to make prepayments on principal during the first 5 years.

Property Appraisals.—The normal value of property offered as security for a loan will be determined by personal inspection and appraisal by a land bank appraiser, a public officer appointed by the Farm Credit Administration.

Moral Character and Credit Standing.—The credit standing of a borrower, his equity in the farm, his ability as a farmer, his net financial worth, his moral character, and any other circumstances must be investigated carefully in connection with a loan application.

Present Source of Loan Funds.—The Federal Farm Mortgage Corporation, established by an act of Congress approved January 31, 1934 (Public, No. 88, 73d Cong.), is authorized to have outstanding at any one time \$2,000,000,000 in bonds for the purpose of assisting in financing the loan operations of the Federal land banks and the Land Bank Commissioner.

Bonds Available to Land Bank Commissioner.—Until February 1, 1940, the assets of the Federal Farm Mortgage Corporation, including the bonds referred to in the preceding paragraph, may be used by the Land Bank Commissioner for making loans under the provisions of the Emergency Farm Mortgage Act of 1933, as amended.

Features of the Bonds.—The bonds are fully and unconditionally guaranteed as to both principal and interest by the United States Government and are readily marketable. They are exempt from all Federal, State, municipal, and local taxation (except surtaxes, estate, inheritance, and gift taxes). They bear interest rates comparable to those of the United States Government long-term bonds.

National Farm Loan Associations.—Federal land-bank loans in continental United States are generally made through and with the endorsement of national farm-loan associations. Applications are received by the Federal land banks through the associations.

Membership.—The membership of each association is restricted to borrowers from the Federal land bank; and no others are eligible as shareholders.

Stock Purchases.—The farm-borrower obtaining a loan from a Federal land bank through a national farm-loan association pur-

chases stock in the association in an amount equal to 5 percent of his loan. The amount necessary to pay for the stock may be included in the face amount of the loan obtained.

Liability of Associations.—The national farm-loan association endorses and becomes liable for the loan made to each of its members. The stock subscribed by each member is pledged with the association as collateral security. The association in turn subscribes to an equal amount of stock in the Federal land bank, which stock is held as collateral security by the bank.

Double Liability of Stockholders.—Stockholders of national farm-loan associations are subject to a double liability for debts of the association incurred on or before June 16, 1933, but not for debts incurred after that date.

Retirement of Stock.—When a borrower pays his loan in full, the bank retires its stock subscribed by the association at the time the loan was made. The borrower's stock in the association is then retired, and he receives payment for his stock if the association is then currently meeting its obligations.

Direct Loans by Federal Land Banks.—Direct loans are made by the banks in the continental United States only in localities where there are no associations through which applications may be accepted. When such a loan is made, the borrower subscribes to stock in the bank to the extent of 5 percent of his loan. Upon repayment of the loan, the stock is to be canceled at par, or, in the event it has become impaired, at its estimated value as approved by the Land-Bank Commissioner, the proceeds being paid to the borrower.

Direct Borrowers May Form Associations.—Borrowers obtaining direct loans may, if they desire, agree in their mortgages that they will unite to form an association when there are 10 or more who have obtained direct loans aggregating not less than \$20,000, and who reside in any locality which may, in the opinion of the Land Bank Commissioner, be conveniently covered by the charter of and served by a national farm-loan association. After formation of such an association, the borrower's bank stock will be exchanged for association stock, and his interest rate will be reduced one-half of 1 percent if his loan is not in default.

Purposes for Which Loans are Made.—Federal land-bank loans are made for the following purposes: To provide for the purchase of land for agricultural uses; for the purchase of equipment, fertilizers, and livestock necessary for the proper and reasonable operation of the mortgaged farm; for providing buildings, and for the improvement of farm land; to liquidate indebtedness of the owner of the mortgaged land incurred for agricultural purposes, or incurred prior to January 1, 1933; and to provide the owner of the mortgaged land with funds for general agricultural uses.

Approved.

WILLIAM I. MYERS,
Governor.

PEYTON R. EVANS,
General Counsel.
(8-24-35)

LAND BANK COMMISSIONER

(Farm Credit Administration)

SUPERVISORY OFFICIALS

A. S. GOSS, *Land Bank Commissioner*; *NORMAN MONAGHAN, *Deputy Land Bank Commissioner*; *JOHN H. GUILL, P. L. GADDIS, and W. J. MCANELLY, *Deputy Commissioners*; CARL COLVIN, *Special Assistant to the Land Bank Commissioner*

Information, Room 712, 1300 E Street NW., Washington, D. C.
Telephone, DIstrict 1050, Branch 74

Authority.—The Land Bank Commissioner is authorized by the Emergency Farm Mortgage Act of May 12, 1933 (Public, No. 10, 73d Cong.), to make farm-mortgage loans of a more or less emergency character, separate and distinct from Federal land-bank loans. The Federal land banks act as agents of the Land Bank Commissioner in making these loans.

Purpose.—Loans may be made for any of the purposes for which Federal land bank loans can be made; and also to refinance any secured or unsecured indebtedness of the farmer or which is secured by a lien on all or any part of the farm property accepted as security for the loan. Where there is urgent need for a loan within a short time, this should be so stated by the applicant when the application is made, in order to expedite its consideration.

ACTIVITIES

Refinancing and Reducing Debts.—Congress first made available \$200,000,000 to be loaned by the Commissioner for these purposes. The Commissioner is using the services and facilities of the Federal land banks in making these loans.

Bonds Available to Land Bank Commissioner.—In addition to the \$200,000,000 originally made available, the Land Bank Commissioner is authorized to use so much as may be necessary of the assets of the Federal Farm Mortgage Corporation (including bonds issued by it) for the purpose of making loans under the provisions of the Emergency Farm Mortgage Act.

Two Loans May Be Made.—If a farmer is eligible and has sufficient security, he may obtain both a first-mortgage land-bank loan and a second-mortgage Commissioner's loan. Some farmers require loans from both sources to refinance their indebtedness.

How to Apply for a Commissioner's Loan.—Applications are taken in most localities by secretary-treasurers of national farm-loan associations, both for land-bank and Commissioner's loans. In other localities correspondents have been appointed who handle applications for both loans. The name of the correspondent or secretary-treasurer may be obtained from officers of local banks or from county agents. If they cannot be thus located, applicants should write to the Federal land bank authorized to do business in their State. The States included in each district are listed on page 352.

Application Blanks.—To avoid the necessity of an applicant filling out two blanks for loans, a consolidated form of application is now being used, and one appraisal suffices for either or both loans.

Security Qualification for Commissioner's Loan.—Some farmers can qualify for Commissioner's loans who cannot get land-bank loans.

A land-bank loan can be made only on the security of a first mortgage. A Commissioner's loan may be made on the security of either a first or second mortgage, and the security may be supplemented in some instances by a mortgage on farm chattels, such as livestock, equipment, and crops. If either or both loans can be made, the borrower will be advised and the amount of each loan will be specified.

Limitations of Commissioner's Loans.—These loans cannot exceed \$7,500 to any one farmer. The amount of the loan, plus all prior debts secured by the farm property covered by the mortgage securing the Commissioner's loan, cannot exceed 75 percent of the appraised * normal * value of such farm property.

Rate of Interest.—The rate of interest charged on Commissioner's loans is 5 percent a year.

Cost of Obtaining a Commissioner's Loan.—Fees not exceeding actual cost of appraisal, determination of title, and recording are charged. The initial deposit required for a loan of \$5,000 or less is \$11, covering a joint application for a loan from the bank and a loan from the Commissioner.

If no appraisal is made, \$10 of the \$11 is returned. Information concerning fees required with applications for amounts of from \$5,000 to \$7,500 may be obtained from the secretary-treasurer of the national farm-loan association, the local correspondent of the bank, or from the Federal land bank of the district.

Repayment of Loans.—Payments on Commissioner's loans are to be made annually or semiannually. The law provides that during the first 3 years a loan is in effect the borrower may not be required to make payments on the principal if he is not in default with respect to any other provisions of his mortgage.

It is also provided that after expiration of the 3-year period, amortization payments on the principal, equal in amount, shall be made with each interest payment in such amount as will extinguish the debt during the term of the loan.

Time Limits on Repayments.—In the case of first- or second-mortgage loans, secured wholly by real property, the loan must be wholly repaid within an agreed period of not more than 43 years. All other loans must be wholly repaid within an agreed period, not to exceed 13 years from the time they are made.

Eligibility For Loans.—A farmer eligible for a Commissioner's loan is defined as a person engaged in farming operations, either personally or through an agent or tenant, or one whose income is derived principally from farming operations, including a personal representative of a deceased farmer. Corporations engaged in the business of raising livestock are also eligible for loans by the Land Bank Commissioner, under certain limitations.

Size of Farms Eligible as Security.—No special limitation has been set as to the size or type of farm eligible for a Commissioner's loan. There are no hard and fast rules on the subject. Past and prospective earning power of the property is taken into consideration; and this, together with other income which the borrower may have, must indicate that in normal times he would be able to meet all annual expenditures, including payments on prior mortgages, insurance, taxes, etc.

Forbearance Agreements and Second Mortgages.—When a loan is to be secured by a second mortgage upon farm real estate, the holder of the first mortgage must agree, to the satisfaction of the Commissioner, that during a period of 3 years he will not proceed against the mortgagor or the mortgaged property for default unless, in the meantime, the Commissioner consents in writing to such proceeding.

Scale-Downs of Claims.—After appraisal of property offered as security, the farmer will be notified of the amount of the loan or loans that may be granted. If the amount is inadequate to take care of his indebtedness, in order that a loan may be made it is necessary that the farmer get his creditors to agree to a scale-down of his debts to a point where he will have 25 percent clear equity in the property. Such action must be voluntary, as there is no provision in the laws under which the Federal land banks were created and operate which requires creditors to scale down their claims. If creditors of the farmer agree to scale down their claims against him, any claims that remain, when added to the Commissioner's loan, ordinarily may not exceed three-fourths of the value of the property, real and personal.

Approved.

WILLIAM I. MYERS,
Governor.

PEYTON R. EVANS,
General Counsel.

the first of these is the fact that the Commission has not yet received any information from the Government of the United Kingdom as to whether or not it has any plans to introduce legislation to give effect to the recommendations of the Commission.

The second of the main reasons for the Commission's concern is the fact that the Government of the United Kingdom has not yet responded to the Commission's request for information as to whether or not it has any plans to introduce legislation to give effect to the recommendations of the Commission.

The third of the main reasons for the Commission's concern is the fact that the Government of the United Kingdom has not yet responded to the Commission's request for information as to whether or not it has any plans to introduce legislation to give effect to the recommendations of the Commission.

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FEDERAL INTERMEDIATE CREDIT BANKS

(Farm Credit Administration)

SUPERVISORY OFFICIALS

GEORGE M. BRENNAN, *Intermediate Credit Commissioner*; J. T. WALKER, JR.,
Deputy Commissioner; and M. H. UELSMANN, *Assistant Commissioner*

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Authorization.—Organization of the 12 Federal intermediate credit banks was authorized by the Agricultural Credits Act of 1923 (Public, No. 503, 67th Cong.), approved March 4, 1923 (42 Stat. 1454). This act, and subsequent acts amendatory thereof, are compiled in sub-chapter III of chapter 7, title 12 of the United States Code.

Location of Banks.—The Federal intermediate credit banks are located in the same cities as the 12 Federal land banks.

Supervision.—Supervision of the Federal intermediate credit banks is vested in the Intermediate Credit Commissioner, subject to the direction of the Governor of the Farm Credit Administration.

Capital Structure.—The 12 Federal intermediate credit banks now have an aggregate paid-in capital of \$70,000,000 and paid-in surplus of \$30,000,000, in addition to accumulated surplus, reserves, and undivided profits in excess of \$4,317,748 net on April 30, 1935. Of the total capital, \$60,000,000 was authorized by the Agricultural Credits Act of 1923. The additional capital of \$10,000,000 and paid-in surplus of \$30,000,000 were paid in under Section 15 of the Federal Farm Mortgage Corporation Act (Public, No. 88, 73d Cong.) approved January 31, 1934.

Sources of Lending Funds.—In addition to their paid-in capital and surplus, the Federal intermediate credit banks obtain funds for lending purposes primarily through sales to the investing public of short-term collateral trust debentures, secured by cash and notes or other obligations representing their loans and discounts. Collateral for debentures issued by each intermediate credit bank is held by the farm loan registrar of the district in which the bank is located.

ACTIVITIES

Functions.—The Federal intermediate credit banks make loans to, and discount paper for, production credit associations, * the district banks for cooperatives * State and national banks, agricultural credit corporations, livestock loan companies, and similar financing institutions. They also make loans to cooperative associations of agricultural producers. They are not authorized to make loans directly to individual farmers and stockmen but operate as banks of discount for institutions making such loans for agricultural purposes.

Eligible Paper.—To be eligible for discount or as collateral for a loan to a financing institution, the proceeds of notes offered to the intermediate credit banks must have been advanced or used in the first instance for an agricultural purpose, or for the raising, breeding, fattening, or marketing of livestock.

Maturities of Notes.—To be acceptable for discount by, or as a basis for a loan from a Federal intermediate credit bank, notes should mature when the makers expect to market their crops or livestock. Maturities ordinarily range between 6 months and 1 year and, under the law, * a loan is not eligible if it has * a maturity in excess of 3 years from the date discounted or accepted by the intermediate credit bank.

Interest and Discount Rates.—* Except with the approval of the Governor, the discount rates of a Federal intermediate credit bank may not exceed by * more than 1 percent per annum the interest rate borne by its last preceding issue of debentures. Under present regulations of the Farm Credit Administration no paper upon which the original lending institution has charged a rate of interest exceeding by more than 3 percent per annum is eligible for discount by, or as collateral for, a loan from an intermediate credit bank.

Farmers and Stockmen.—Individual farmers and livestock producers receive the benefits of credit available through Federal intermediate credit banks by obtaining loans, for production and marketing purposes, from local credit institutions which have the privilege of borrowing from or rediscounting with the Federal intermediate credit bank of the district. Such institutions include production credit associations, agricultural credit corporations, livestock loan companies, and commercial banking institutions.

Production Credit Associations.—These associations, organized under the Farm Credit Act of 1933, and composed of farmer-borrowers, make loans directly to farmers and stockmen and rediscount their paper with the Federal intermediate credit bank of the district. Each association serves a prescribed territory, generally consisting of several counties. (See pp. 365-368.)

Requirements—Financing Institutions.—A financing institution desiring a line of credit from an intermediate credit bank must file an application with the bank and furnish the bank with complete information regarding its financial condition and operations. It is also required to pledge with the bank, as additional collateral for any indebtedness to the bank, a substantial portion of its paid-in capital, ordinarily in the form of United States Government bonds or other liquid securities. The paper offered for discount or as collateral for a loan must be acceptable to the bank from a credit standpoint, determined on the basis of the financial condition and reputation of the note maker and the character and value of the security offered by him.

Cooperative Marketing Associations.—The Federal intermediate credit banks make loans to cooperative marketing associations primarily on the security of warehouse receipts or shipping documents covering staple agricultural products. The basis upon which a loan may be made depends upon a number of factors, including the financial condition of the association, its management and record of operations, as well as the character and condition of the collateral offered. In no event may any such loan, when secured only by documents representing agricultural products, exceed 75 percent of the market value of the pledged commodities.

Cooperative Purchasing Associations.—Loans may be made to cooperative associations of agricultural producers engaged in purchasing, testing, grading, or processing farm supplies for their members. Such loans may be secured by warehousable products, or by such other collateral as may be approved by the Governor of the Farm Credit Administration.

Farm Mortgage Loans.—The Federal intermediate credit banks do not make loans on farm mortgages.

Approved.

WILLIAM I. MYERS,
Governor.

PEYTON R. EVANS,
General Counsel.

PRODUCTION CREDIT CORPORATIONS AND ASSOCIATIONS

(Farm Credit Administration)

SUPERVISORY OFFICIALS

S. M. GARWOOD, *Production Credit Commissioner*; C. R. ARNOLD and C. A. STEWART, *Deputy Commissioners*; * V. P. SIMMONS, *Assistant Commissioner* *

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Telephone, DIstrict 1050, Branch 74

Creation and Authority.—Under authority of * the Farm Credit Act of 1933, approved June 16, 1933, as amended, a permanent production credit system for agriculture, cooperative in character,* has been organized. The system is so designed that eventually it can be owned, controlled, and operated by the farmer-member.

Purpose.—Production credit associations organized and chartered under the Farm Credit Act * of 1933,* through combined action with the Federal intermediate credit bank in each land-bank district, form a permanent system to provide short-term credit for general agricultural purposes, including loans for the production of crops, for the breeding, raising, and fattening of livestock, and for refinancing indebtedness incurred in the first instance for agricultural purposes.

Organization.—In each district production credit corporations * have assisted in the organization of associations, providing most of their capital through subscriptions to their class A stock. (See p. 367.)*

How to Apply for a Loan.—The farmer must submit his application for a loan to his local production credit association or an authorized representative.

Requirements.—In borrowing money from an association, the farmer is required to do five things: (1) Offer adequate security; (2) provide a plan for repaying his loan; (3) submit a financial statement; (4) buy class B stock in the association; and (5) pay reasonable inspection charges and other necessary expenses incurred in closing his loan.

Interest Charged on Production Credit Association Loans.—The rate of interest may vary from time to time, * since * production credit associations may charge interest on their loans at a rate of

not more than 3 percent a year above the discount rate of the Federal intermediate credit banks at the time the loan is made.

Earnings.—The spread of 3 percent between the rate paid * to the bank by the association and that paid by the borrower goes to the association to cover operating expenses, to provide reserves for possible losses, to remove any impairment in capital, to provide a guaranty fund equal to 25 percent of its stock,* and to pay dividends from any sums remaining.

Intermediate Credit Bank Rate.—At the present time (* June 1, 1935 *) each of the 12 Federal intermediate credit banks has in force a 2-percent rate, except that the Puerto Rico office of the Federal Intermediate Credit Bank of Baltimore charges $2\frac{1}{2}$ percent a year, in view of the greater cost of conducting business in the island.

Maximum Rates Charged.—The present maximum rate charged by associations in the continental United States is 5 percent a year, and in Puerto Rico $5\frac{1}{2}$ percent.

Security.—*After the offered security is examined by an inspector,* an application for a loan from a local production credit association is either approved or disapproved by the loan committee of the association. Primary security, generally, must be a first-mortgage lien on personal property, livestock, implements, and crops. Real-estate liens, if taken, form secondary security.

Cost of Obtaining a Production Credit Association Loan.—In addition to interest charges, the borrower is required to pay an inspection fee and any other direct expenses incurred in closing the loan. The minimum inspection fee charged any borrower in connection with any loan is \$2. This charge is subject to review and change. Any inspection fee in excess of \$2 must not exceed an amount equal to 1 percent of the loan on the annual basis.

Other Charges.—No charge can be made by any officer, employee, or agent of an association for help in preparing applications, notes, mortgages, etc., unless such assistance requires employing or engaging the service of other persons not regularly employed by the association.

Eligibility For Loans.—To be eligible for a loan an applicant must be a farmer. The term "farmer" means an individual, partnership, or corporation engaged in farming or in breeding, raising, or fattening livestock. Applicants are required to devote certain time and energy to the active management of farming or livestock operations.

Tenants and Landlords.—Where a landlord is entitled only to a fixed return without regard to the success or failure of the farming operations, or where he does not rightfully exercise substantial direction and control in the management of such operations, the tenant, not the landlord, is considered the farmer.

Size of Production Credit Association Loans.—A loan to any one farmer may not exceed 20 percent of the combined capital and

guaranty fund of the association unless the collateral is approved by the production credit corporation and the Federal intermediate credit bank. With such approval a loan may be made in an amount not to exceed 50 percent of the combined capital and guaranty fund of the association. Loans in excess of this limitation require the prior approval of the Production Credit Commissioner. No loans are made for less than \$50.

Maturity of Loans.—The majority of loans are made for periods not exceeding 12 months. They are intended to be of a self-liquidating character and in each case will mature at the anticipated time for marketing crops or livestock, after sale of which the loan is expected to be repaid.

Renewal of Loans.—With certain types of loans a renewal of the unpaid balance may be considered for a further period if the security and other credit factors remain satisfactory.

Supervision of Production Credit Associations.—Associations are supervised by the district production credit corporation. Subject to the approval of the Governor of the Farm Credit Administration, the production credit corporation prescribes and explains the rules and regulations under which loans are made by the association. The corporation determines the form of security for loans, prescribes rules and regulations for the investment of sums in the guaranty fund, and approves the declaration and payment of dividends.

Election or Appointment of Directors and Employees.—As long as the corporation owns stock in a production credit association, the appointment or election of directors, the loan committee, and other employees and agents is subject to the approval of the corporation's president. During this time he also has power to remove any directors, officers, employees, and agents of the association.

Source of Association's Capital.—The initial paid-in capital for the association is provided by the production credit corporation located in the district. It subscribes to class A stock of the association in an amount approximately equal to 20 percent of the estimated amount of loans to be made * by it.* Class A stock is nonvoting and is preferred as to assets in case of liquidation, but not as to dividends.

Borrowers Required to Buy Stock.—Additional capital is provided through the sale of class B stock to borrowers. Each borrower is required to own class B stock of a fair book value, not exceeding par, equal to \$5 for every \$100 or part of \$100 he borrows. This entitles the borrower to one vote, but only one, at association meetings. Farmers may purchase stock with money borrowed from the association.

New Stock Purchases Not Required.—The farmer does not have to purchase new stock each time he borrows unless the stock he owns has become impaired in value or he wishes a larger loan. Under

certain circumstances, a farmer may sell his class B stock, with the approval of the directors.

Amount of Capital Provided.—The amount of capital provided through the sale of the two kinds of stock depends on the volume of loans made by the association. For example, if the production credit corporation estimates that an association will loan \$100,000, the corporation subscribes for class A stock amounting to 20 percent of the \$100,000, or \$20,000. When the association has loaned \$100,000, borrowers from the association will have paid approximately \$5,000 for their class B stock. Thus the total capital paid into the association would be \$25,000.

Source of the Loan Funds.—An association's capital is not intended to be loaned to farmers, but invested in approved bonds to be deposited with the Federal intermediate credit banks of the district as additional security for borrowers' notes which the association discounts at the bank. The association can discount acceptable notes up to approximately five times its unimpaired capital and guaranty fund. Thus \$10,000 of unimpaired capital makes possible the discounting of about \$50,000 of loans.

Approved.

WILLIAM I. MYERS,
Governor.

PEYTON R. EVANS,
General Counsel.

(8-24-35)

BANKS FOR COOPERATIVES

(Farm Credit Administration)

SUPERVISORY OFFICIALS

F. W. PECK, *Cooperative Bank Commissioner*; J. E. WELLS, JR., *Deputy Commissioner*; J. D. LAWRENCE, *Assistant Commissioner*

BOARD OF DIRECTORS (CENTRAL BANK)

F. W. PECK, *Chairman*; JOHN D. MILLER, H. LANF YOUNG, U. M. DICKEY, H. E. BABCOCK, THOMAS COOPER, and F. M. HAYNER

SUPERVISORY OFFICIALS (CENTRAL BANK)

F. W. PECK, **Chairman of Board of Directors*; * J. E. WELLS, JR., *Vice President and General Manager*; J. D. LAWRENCE, *Assistant Vice President and Assistant General Manager*; JOSEPH E. ROLFES, *Secretary*; H. N. WEIGANDT, *Treasurer*

Information, Room 712, 1300 E Street NW., Washington, D. C.

Telephone, DIstrict 1050, Branch 74

Creation and Authority.—*The Central Bank for Cooperatives and the 12 regional* banks for cooperatives were organized and chartered by the Governor of the Farm Credit Administration under authority of the Farm Credit Act of 1933 (Public, No. 75, 73d Cong.).

Purpose.—*Banks for cooperatives make loans to national, regional, and local farmers' cooperative associations. These loans include commodity loans, operating capital loans, effective merchandising loans, and physical facility loans. Commodity loans are made for the purpose of financing the handling of readily marketable commodities and must be secured by such commodities. Operating loans and effective merchandising loans (including commodity loans) are made to assist the cooperative associations in the effective merchandising of agricultural commodities and food products thereof and the financing of the operations of the cooperatives. This includes the financing of farmers' farm supply cooperatives. Physical facility loans are made for the construction or acquisition by purchase or lease (or for refinancing the cost of construction or acquisition) of physical facilities for preparing, handling, storing, processing, or merchandising agricultural commodities or their food products, or farm supplies.*

Location.—The Central Bank for Cooperatives is located at 1300 E Street NW., Washington, D. C., and a regional bank for cooperatives is located in each of the 12 Federal land bank cities. These cities are listed on page 352.

ACTIVITIES

Limits of Credit.—In the case of loans other than those secured by agricultural commodities the amount of credit that any one of the regional banks for cooperatives extends to a cooperative association is limited to 10 percent of the capital and surplus of the bank. If the loan is secured by agricultural commodities, the limit of credit of each of the regional banks to any one borrower is 20 percent of the bank's capital and surplus. The total of all loans that any regional bank may make to any one borrower is limited to 20 percent of the bank's capital and surplus. In exceptional cases, the regional banks may make loans reasonably in excess of the above limitations, upon the approval of the Cooperative Bank Commissioner. The Central Bank for Cooperatives makes loans to eligible cooperative associations of national and regional scope and requiring credit in excess of amounts that the regional banks are authorized to lend.

Maturity of Loans.—The length of time during which any loan is to be repaid depends upon the circumstances surrounding the particular case. As a general rule, physical facility loans are repaid within a period of from 5 to 10 years, although under the statute such loans may be repaid over a period of 20 years.

Rates of Interest.—The rates of interest charged by banks for cooperatives, determined in accordance with the statute, are 4 percent for physical facility loans, *2 percent for commodity loans,* and 3 percent for all other loans. The rates change from time to time in accordance with the statute, which provides that the rate may not be more than 6 percent.

Borrowers Participate in Ownership and Control of Banks.—When a loan other than upon the security of commodities is granted by any of the banks for cooperatives, the borrowing association is required by law to own stock of the lending bank of a fair book value (not exceeding par) equal to \$100 for each \$2,000 or fraction thereof of the amount of the loan. The amount of stock required to be owned in connection with loans made upon the security of commodities is determined by rules and regulations of the Governor of the Farm Credit Administration. When the loan is repaid, the stock held by the borrowing association may be (and at the request of the association must be) retired and canceled, and the association paid therefor its then fair book value not to exceed the purchase price.

Stock Subscriptions Included in Loans.—If a borrowing cooperative association does not have funds with which to subscribe and pay for stock in a cooperative bank, the subscription may be included in the amount of the loan.

Payments into Guaranty Fund.—In the event that the laws under which a cooperative association was organized do not permit such association to subscribe for or hold stock in a bank for cooperatives,

the borrowing association is required, in lieu of stock subscription, to pay into a guaranty fund an amount equal to the amount of stock which such association would otherwise be required to hold in the bank for cooperatives.

The amount of such payment may be retained by the bank for cooperatives out of the proceeds of the loan. Subscribers to the guaranty fund will be entitled to dividends at the same rate as subscribers to stock in the bank for cooperatives; and upon discharge of the loan in connection with which the guaranty-fund payment was made, the latter is subject to retirement in substantially the same manner as though it represented the ownership of stock in the bank for cooperatives.

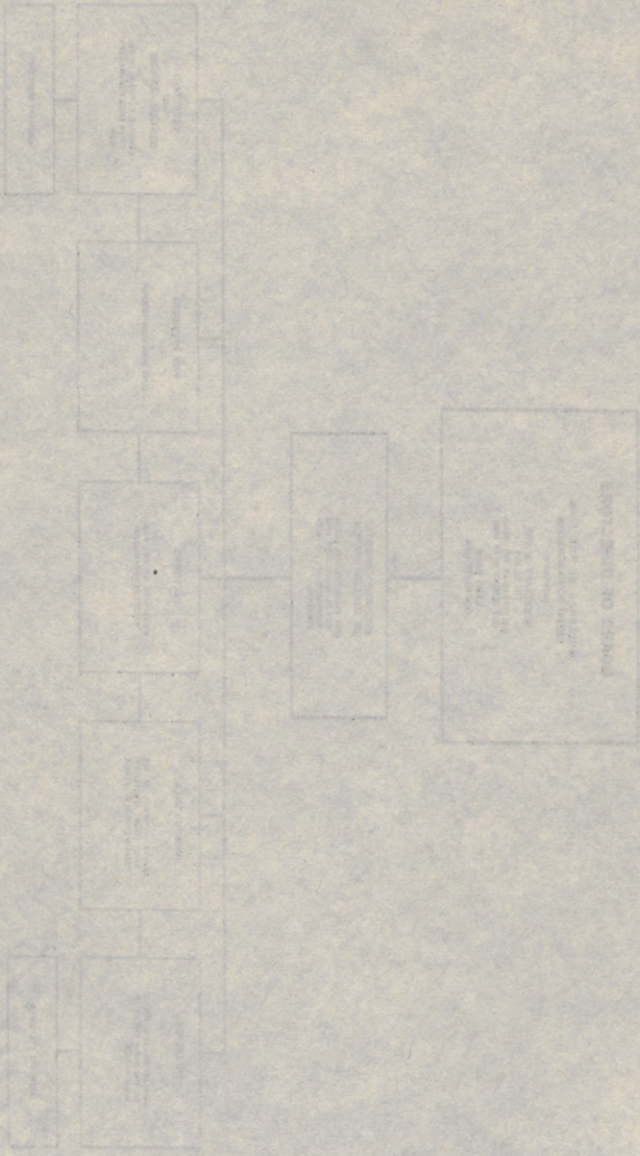
Source of Funds Loaned by Banks for Cooperatives.—Money from the revolving fund created under the Agricultural Marketing Act, formerly administered by the Federal Farm Board, was used to supply the initial capital needed in establishing the banks for cooperatives. The amount required as capital for any such bank depends upon the needs of the cooperatives which the bank will serve.

Approved.

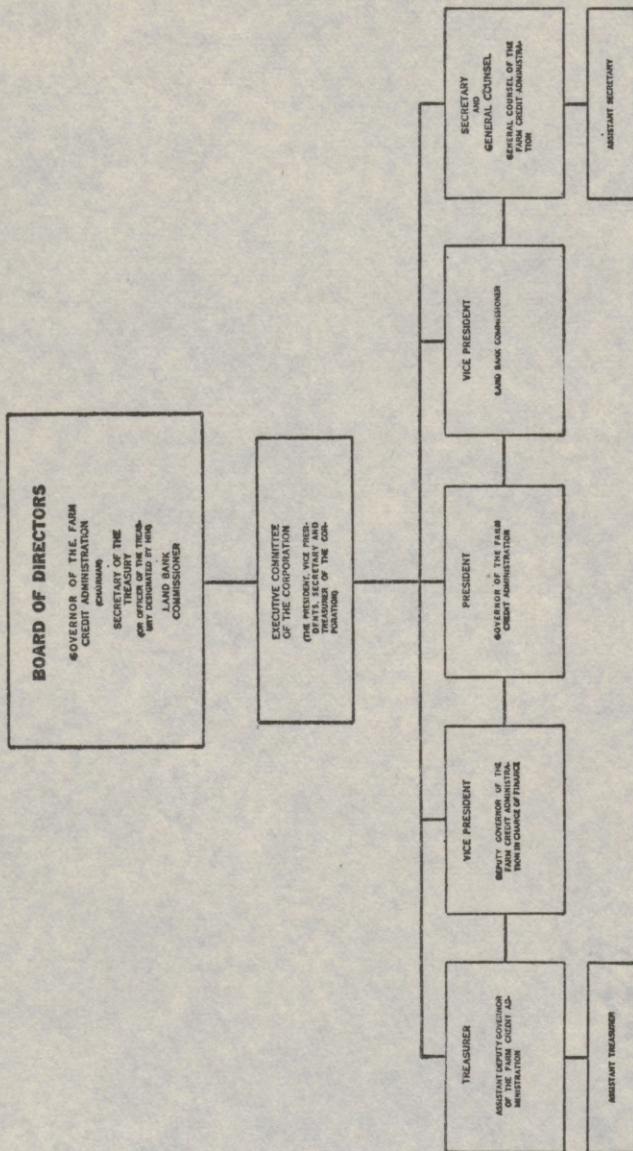
WILLIAM I. MYERS,
Governor.

PEYTON R. EVANS,
General Counsel.

RESEARCH AND DEVELOPMENT CONCEPTS



FEDERAL FARM MORTGAGE CORPORATION



FEDERAL FARM MORTGAGE CORPORATION

(Farm Credit Administration)

BOARD OF DIRECTORS

W. I. MYERS, *Governor of the Farm Credit Administration, Chairman*; T. J. COOLIDGE, *Under Secretary of the Treasury*; and A. S. GOSS, *Land Bank Commissioner*

OFFICERS

W. I. MYERS, *President*; A. S. GOSS and F. F. HILL, *Vice Presidents*; PEYTON R. EVANS, *General Counsel*; GEORGE H. THOMAS, *Secretary-Treasurer*; and J. R. ISLEIB, *Assistant Treasurer*

Information, Room 712, 1300 E Street NW., Washington, D. C.
Telephone, DIstrict 1050, Branch 74

Creation and Authority.—The Federal Farm Mortgage Corporation was established under authority of the Federal Farm Mortgage Corporation Act (Public No. 88, 73d Cong.) approved January 31, 1934.

Purpose.—The chief function of the Corporation is to aid in financing the lending operations of the Federal land banks and the Land Bank Commissioner, particularly the farm-debt refinancing program begun in the spring of 1933. To carry out its purposes the Corporation is authorized to issue and have outstanding at any one time a total of not more than \$2,000,000,000 of bonds.

ACTIVITIES

Capital of the Corporation.—The Corporation is capitalized at \$200,000,000. Its resources include consolidated bonds of the Federal land banks taken in exchange for the Corporation's bonds, and the farm mortgages accepted by the Land Bank Commissioner. All assets of the Corporation will be available for the payment of bonds.

Bonds are Guaranteed.—The payment of principal and interest on bonds of the Federal Farm Mortgage Corporation is fully and unconditionally guaranteed by the Government.

Other Features of the Bonds.—In addition to being fully and unconditionally guaranteed as to payment of principal and interest by the United States Government, the bonds are as readily marketable as United States Government bonds. They are lawful security for 15-day borrowings by member banks of the Federal Reserve System and are lawful investments (and may be accepted as security) for all fiduciary, trust, and public funds of which the deposit or investment is under authority or control of the Government.

Interest Rates Carried by the Bonds.—It is contemplated that the bonds will carry interest rates comparable to those on long-term United States Government bonds. Federal Farm Mortgage Corporation bonds of the first issue bear interest at the rate of $3\frac{1}{4}$ percent a year, payable semiannually. Bonds of the second * and third issues bear interest at the rate of 3 percent and $2\frac{3}{4}$ percent a year, respectively,* payable semiannually.

Tax Exemptions.—Bonds issued by the Corporation, together with the income derived from them, are exempt from all Federal, State, municipal, and local taxation (except surtaxes, estate, inheritance, and gift taxes).

Denominations Issued.—The bonds are ordinarily issued initially in coupon form in denominations of \$100, \$500, and \$1,000. They are exchangeable for coupon bonds in denominations of \$5,000 or \$10,000, or for registered bonds in denominations of \$100, \$500, \$1,000, \$5,000, or \$10,000.

Collection of Interest.—On a coupon bond the semiannual interest payment may be collected by detaching the matured coupon and presenting it to a local bank for collection. If banking facilities are not available, bond interest coupons may be cashed in limited quantities at a local post office. Interest on registered bonds is paid by checks of the United States Treasury, mailed to the persons who, 1 month before the payment date, are registered as the holders of the bonds.

How the Bonds are Sold.—Those finding it necessary or desirable to sell Federal Farm Mortgage Corporation bonds for cash at any time are advised to acquaint themselves with the current price quotations on the principal markets where the United States Government bonds are bought and sold.

Most financial journals and many daily newspapers publish price quotations regularly. Bonds will be accepted at par and accrued interest by the Federal Farm Mortgage Corporation and the Federal land banks in payment of the principal portion of obligations due such institutions.

Agents.—Bond dealers and many bankers are prepared to act as agents in the sale of the bonds, or to purchase them for their own accounts.

Accrual of Interest.—When selling bonds, account should be taken of the accrual of interest to the time of sale. The seller is entitled

to accrued interest for the period during which he has held the bond since the previous interest-payment date.

Computation of Accrued Interest.—In computing accrued interest on registered bonds, buyers and sellers should take account of the fact that the Division of Loans and Currency of the Treasury makes the interest check payable to the person who was registered as holding the bond a month prior to the interest-payment date.

Exchange of Bonds.—If the holder of one or more bonds wishes to obtain bonds of different denomination than those he holds, he may make the desired exchange through a Federal Reserve bank. The procedure ordinarily is to take the bonds to be exchanged to a local bank and request the bank to send them to the Federal Reserve bank for exchange.

Federal Reserve banks also arrange for the exchange of coupon bonds for registered bonds, and of registered bonds for coupon bonds. In making such an exchange, the holder of the bond requests the local bank to effect an exchange or transfer through the Federal Reserve bank of the district.

Approved.

WILLIAM I. MYERS,
Governor.

PEYTON R. EVANS,
General Counsel.

FEDERAL CREDIT UNION SYSTEM

(Farm Credit Administration)

SUPERVISORY OFFICIAL

CLAUDE R. ORCHARD, *Director*

Information, Room 712, 1300 E Street NW., Washington, D. C.

Telephone, District 1050, Branch 74

Federal Credit Unions.—The Farm Credit Administration is responsible for the supervision of the Federal credit-union system authorized by Public Act No. 467, Seventy-third Congress, approved June 26, 1934.

Charters.—Federal credit unions, which are cooperative thrift and lending organizations, are chartered by the Governor of the Farm Credit Administration, under whose supervision they operate.

Membership.—Federal credit-union memberships are limited to groups having common bonds of occupation or association, or living within well-defined communities.

Capital Stock and Loans.—A member of a Federal credit union must purchase one or more \$5 shares of capital stock of the organization. Loans may be made to members only, for provident or productive purposes.

Loanable Funds.—The Government does not subscribe to the capital of credit unions; and it does not provide any of their loanable funds, which come from the members' purchases of capital stock and from such borrowings as are permitted by law.

Approved.

WILLIAM I. MEYERS,
Governor.

PEYTON R. EVANS,
General Counsel.

(8-24-35)

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REGIONAL AGRICULTURAL CREDIT CORPORATIONS

(Temporary Activities, Farm Credit Administration)

SUPERVISORY OFFICIALS

C. C. JACOBSON, **Acting* Director*; H. A. CHETHAM, *Executive Assistant to the Director*

Information, Room 712, 1300 E Street NW., Washington, D. C.

Telephone, District 1050, Branch 74

Creation and Authority.—The Emergency Relief and Construction Act of 1932 authorized the Reconstruction Finance Corporation to create a regional agricultural credit corporation in any of the 12 Federal land bank districts where such action appeared desirable. Twelve such corporations were formed, with 22 branch offices, of which 13 have now been closed. The Corporations are now located in Albany, N. Y.; Louisville, Ky.; Minneapolis, Minn.; Sioux City, Iowa; Wichita, Kans.; Houston, Tex.; Oakland, Calif.; and Spokane, Wash. The office formerly at Baltimore has been transferred to Albany and the offices at Raleigh, N. C.; Columbus, Ohio; St. Louis, Mo.; and Jackson, Miss., have been transferred to Louisville, Ky.

Branch offices are still maintained at Omaha, Nebr.; Cheyenne, Wyo.; Denver, Colo.; Santa Fe, N. Mex.; San Angelo, Tex.; Salt Lake City, Utah; Portland, Oreg.; Boise, Idaho; and Helena, Mont.

Purpose.—Regional agricultural credit corporations were established for the purpose of making direct loans to farmers and stockmen for agricultural pursuits (including crop production), or for the raising, fattening, or marketing of livestock. As production credit corporations and production credit associations are being organized under the Farm Credit Act of 1933, they are taking over the functions of furnishing production credit, and the regional agricultural credit corporations are being liquidated.

Approved.

WILLIAM I. MEYERS,
Governor.

PEYTON R. EVANS,
General Counsel.

(8-24-35)

EMERGENCY CROP AND FEED LOANS (Temporary Activities, Farm Credit Administration)

SUPERVISORY OFFICIAL

COL. PHILIP G. MURPHY, *Director*

Information, Room 712, 1300 E Street NW., Washington, D. C.

Telephone, DIstrict 1050, Branch 74

Creation and Authority.—The Act of Congress of February 20, 1935 (Public, No. 11, 74th Cong.), authorizes the Governor of the Farm Credit Administration to make loans during 1935, with the \$60,000,000 appropriation made by the act of Congress of March 21, 1935 (Public, No. 21, 74th Cong.), to farmers for the production and harvesting of crops and for feed for livestock.*

Administration.—Emergency crop and feed loans are made only to applicants who do not have security acceptable to any other lending agency. If a farmer applicant has adequate security, he is eligible to receive credit for production purposes from local production credit associations created under the Farm Credit Act of 1933.

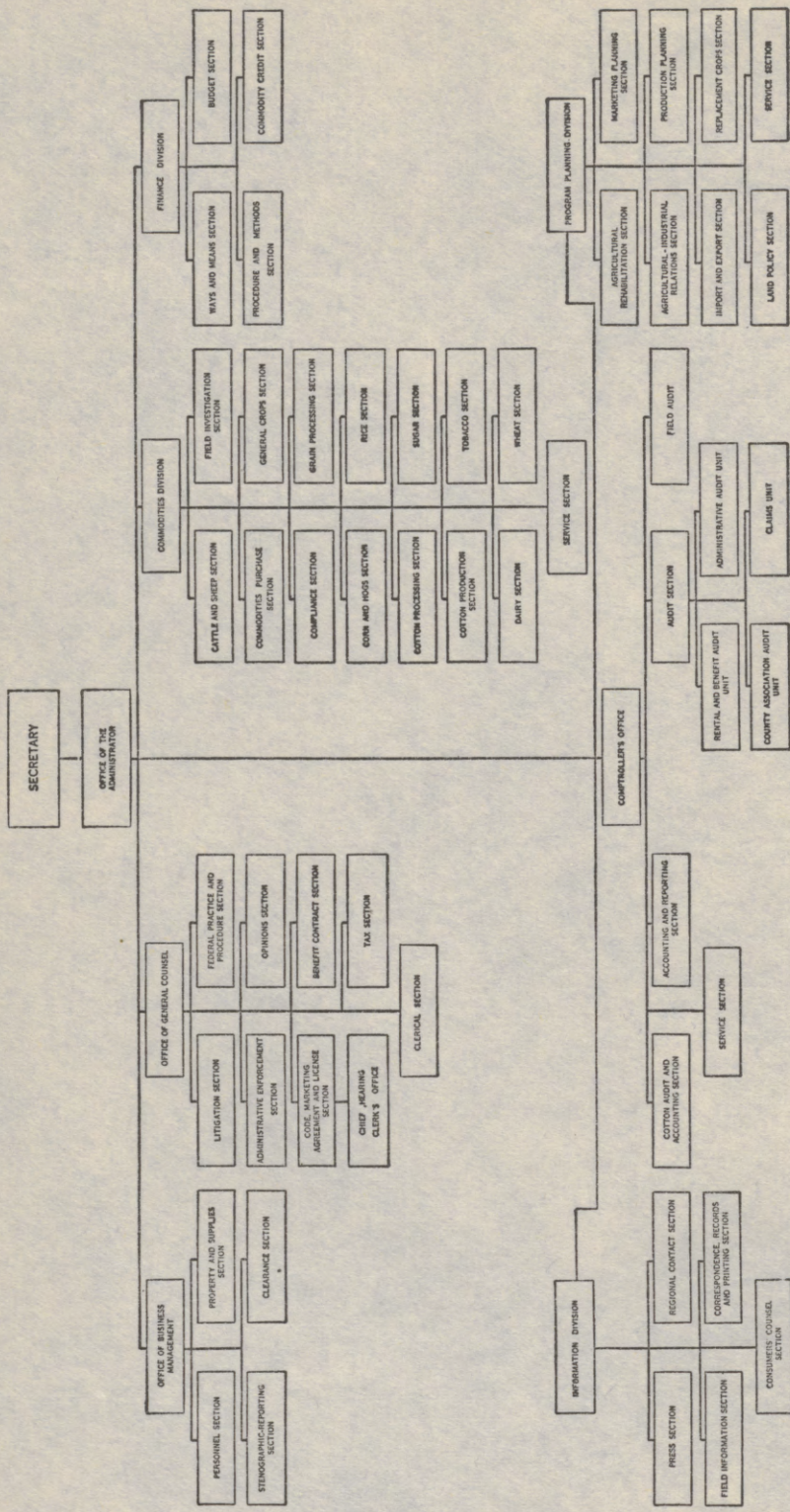
Approved.

WILLIAM I. MYERS,
Governor.

PEYTON R. EVANS,
General Counsel.

(11-11-35)

AGRICULTURAL ADJUSTMENT ADMINISTRATION



THE AGRICULTURAL ADJUSTMENT ADMINISTRATION

OFFICERS

CHESTER C. DAVIS, *Administrator*; *WILLIAM F. CALLANDER* and ALFRED D. STEDMAN, *Assistant Administrators*; *PAUL A. PORTER, *Executive Assistant to the Administrator**; T. WEED HARVEY and WILLIAM E. BYRD, JR., *Assistants to the Administrator*; OSCAR JOHNSTON, *Manager, Cotton Producers' Pool*; ALFRED D. STEDMAN, *Director, Division of Information*; *FOSTER F. ELLIOTT, *Acting * Director, Division of Program Planning*; WARD M. BUCKLES, *Director, Division of Finance*; DONALD E. MONTGOMERY, *Consumers' Counsel*; G. B. THORNE, *Director, Division of Livestock and Feed Grains*; G. E. FARRELL, *Director, Division of Grains*; C. A. COBB, *Director, Division of Cotton*; J. W. TAPP, *Director, Division of Marketing and Marketing Agreements*; J. B. HUTSON, *Director, Division of Tobacco, Sugar, Rice, Peanuts and Potatoes*

Information, Room 5091, South Building of Agriculture, Independence Avenue at Thirteenth Street SW., Washington, D. C.

Telephone, DIstrict 6350, Branch 2594

Creation and Authority.—The Agricultural Adjustment Administration was created by authority of the Agricultural Adjustment Act (Public Act No. 10, 73d Cong.), approved by the President on May 12, 1933. Other powers have subsequently been vested in the Administration by or under the following acts of the Seventy-third Congress: Public Act No. 67 (National Industrial Recovery Act), approved June 16, 1933; Public Act No. 75, approved June 16, 1933; Public Act No. 77, approved June 16, 1933; Public Act No. 86, approved January 25, 1934; Public Act No. 142 (Jones-Connally Cattle Act), approved April 7, 1934; Public Act No. 169 (Bankhead Cotton Act), approved April 21, 1934; Public Act No. 213 (Jones-Costigan Sugar Act), approved May 9, 1934; Public Resolution No. 27, approved May 25, 1934; Public Resolution No. 29, approved June 6, 1934; Public Act No. 367, approved June 16, 1934; Public Act No. 412, approved June 19, 1934; Public Resolution No. 45, approved June 20, 1934; Public Act No. 470, approved June 26, 1934; Public Act No. 476, approved June 26, 1934; Public Act No. 483 (Kerr-Smith Tobacco Act), approved June 28, 1934; and the following acts of the Seventy-fourth Congress: Public Act No. 20, approved March 18, 1935; Public Act No. 62, approved May 17, 1935; Public Act No. 320, approved August 24, 1935; Public Act No. 331, approved August 26, 1935; Public Resolution No. 47, approved August 9, 1935.

Duration.—According to its own terms, the Agricultural Adjustment Act will continue in effect until the President determines that the existing national economic emergency in relation to agriculture has ended.

Purpose.—The Agricultural Adjustment Administration was organized to promote national economic recovery by restoring the purchasing power of American farmers to the general level it occupied in the 5 years (1909–1914) preceding the World War. During that period there existed a relatively equitable balance between the prices of things farmers sold and the prices of things they bought; the proportion of the national income that went to agriculture and that which went to other industries were also equitably balanced. Purchasing power of farm goods in this pre-war period, in relation to the purchasing power of goods which farmers buy, is designated in the act as “fair exchange value” and this value, expressed in price, has come to be called the “parity price” of farm goods.

Because the prices of manufactured goods change, “parity price” is not a fixed price in dollars and cents. “Fair-exchange value” for farm goods and not a fixed price in dollars and cents, is the objective of the Agricultural Adjustment Act.

The Agricultural Adjustment Act made it possible for the Government, through production-adjustment programs, marketing agreements, and other activities, to assist farmers in establishing and maintaining a balance between their production and the effective demand for their goods, with improved marketing conditions, which tend to eliminate price-depressing surpluses and to prevent farmers’ income from returning to the low levels of recent years.

Organization.—The Agricultural Adjustment Administration is established in the Department of Agriculture and is under the immediate direction of the Administrator. The work of developing and administering production-control programs, marketing agreements, and other activities is performed by specialists acquainted with the problems of such activities. Outside of Washington the Administration is assisted by Federal and State Agricultural Extension Services, and other Federal and State officers.* Information on the activities and functions of the Administration within any State may be obtained from the State Director of Agricultural Extension, located at the State College of Agriculture.*

The Administrator of the act is assisted and advised by an operating council composed of the directors of the various divisions, and by other necessary administrative and executive officers.

The internal organization of the Administration falls mainly within nine divisions, with additional independent units and officers performing various functions. The nine divisions and their functions are:

(1) The Division of Program Planning, which formulates policies, develops programs, and correlates production and marketing programs for different commodities; develops long-term plans for agricultural adjustment; and coordinates emergency programs with long-time planning.

(2) Division of Finance, which has charge of all finances including the study, administration, and recording of processing taxes, commodity loan operations, and general direction of the budget; and plans, organizes, coordinates and directs the audit, disbursing, and accounting work required in adjusting acreage and reducing surpluses.

(3) Division of Information, which supervises and directs all informational activities of the Administration, handles reports, correspondence, and printing, and maintains permanent records.

(4) Division of Consumers' Counsel, which handles matters relating to consumers' interests in programs and activities under the Agricultural Adjustment Act.

(5) Division of Livestock and Feed Grains, which initiates and directs programs, directs field operations, and devises ways and means of effectuating the purpose and policies of the Act applying to livestock and feed grains.

(6) Division of Grains, which initiates and directs programs, directs field operations, and devises ways and means of effectuating the purpose and policies of the Act applying to grains other than feed grains.

(7) Division of Cotton, which initiates and directs programs, directs field operations, and devises ways and means of effectuating the purpose and policies of the Act applying to cotton.

(8) Division of Marketing * and Marketing Agreements *, which formulates and directs the administration of marketing plans for agricultural commodities designed to effectuate the purpose of the Act, and carries on necessary field investigations and activities.

(9) Division of Tobacco, Sugar, Rice, Peanuts, * and Potatoes *, which initiates and directs programs, directs field operations, and devises ways and means of effectuating the purpose and policies of the Act applying to tobacco, sugar, rice, peanuts, * and potatoes.*

ACTIVITIES

Methods of Agricultural Adjustment.—In order to bring about an orderly adjustment of the agricultural situation the following principal methods have been provided:

(a) Crop production control plans involving voluntary contracts between producers and the Secretary of Agriculture and providing for rental and benefit payments in return for individual adjustments in production.

(b) Marketing agreements and * orders * and other means designed to restore and maintain normal economic conditions in the marketing and financing of agricultural products, and to eliminate unfair practices and charges which have interfered with interstate commerce in agricultural products.

(c) Removal from ordinary trade channels of burdensome and price-depressing surpluses of agricultural products and expanding available markets for such commodities.

(d) Tax programs designed to restrict the volume of marketing of certain agricultural commodities.

(e) Payments for production under a domestic allotment.

(f) Acquisition of commodities under the Ever-Normal Granary Plan—the holding of reserve supplies of certain food, feed, and fiber crops in storage on farms, to tide over periods of shortage, and to protect both farmers and consumers from undue price fluctuations.

Production-Control Contracts.—It is the aim of the Agricultural Adjustment Administration to control production by means of contracts providing for rental and assistance payments to the producers of certain enumerated basic agricultural commodities who agree to limit their production. *Approximately 3,400,000* contracts of this type were in effect in 1935.*

Basis of Rental and Assistance Payments to Farmers.—Assistance payments are calculated upon a basis of production which varies with the different programs, but which, in general, provide a form of income insurance for farmers whose crops may be lost through natural causes.

Basic Agricultural Commodities.—Contracts providing for rental and assistance payments for adjustment in production may be made with producers of any basic agricultural commodities, including wheat, rye, flax, barley, cotton, field corn, grain sorghums, hogs, cattle, rice, potatoes, tobacco, peanuts, sugar beets and sugarcane, and milk and its products. Production adjustment programs of this type thus far have been inaugurated with respect to cotton, wheat, hogs, field corn, sugar beets and sugarcane, tobacco, rice, rye, and peanuts. *Land taken out of production of these commodities under the programs can be planted only to specified crops. In general the programs encourage the use of land in a manner beneficial to the soil.

As regards milk, adjustment is made through marketing agreements and licenses (or orders) applying to distributors and processors and designed to stabilize marketing conditions and increase returns to producers.*

Payments on Contracts.—The farmer receives payments due him under a crop-control contract according to the terms of payment stated in the contract. These differ among the contracts for different commodities. Usually, part of the payment is made immediately after the contract has been accepted by the Government, and the remainder is payable after the farmer has proved that he has fully complied with the terms of the contract.

Processing and Compensatory Taxes.—Processing taxes may be levied upon the first domestic processing of any basic agricultural commodity in connection with which any of the following programs are in effect: (1) Adjustment in production, (2) Removal of Surplus, (3) Expansion of domestic or foreign markets, (4) So-called domestic allotment plan. Where the payment of processing taxes results in competitive advantages for competing commodities or products, compensating taxes may also be levied upon the competing articles, in order to maintain the normal competitive relation. When commodities or products manufactured from commodities that would bear a processing tax if they were processed within

the United States, are imported, these commodities or products bear, in addition to any other tariff that may be imposed, a compensating tax equal to the processing tax that would have been paid had they been manufactured in the United States. Taxes may also be levied upon floor and warehouse stocks of products of commodities upon which processing taxes have been levied since the processing of these stocks.

Marketing Agreements and by Whom Made.—Marketing agreements may be entered into by the Secretary of Agriculture with processors, producers, associations of producers, and others engaged in the handling of *certain agricultural commodities and products, only with respect to such handling as is in the current of interstate or foreign commerce or which directly burdens, obstructs, or affects interstate or foreign commerce in such commodity or product thereof.*

Purpose of Marketing Agreements.—The major purpose of a marketing agreement is to attain normal and stable marketing conditions for the product concerned, so that the producer may receive a better return for his commodity, without prejudice to the interest of the consumer.

Procedure for Establishing Marketing Agreements.—The procedure followed in the preparation and approval of marketing agreements is described in general regulations issued by the Secretary of Agriculture and approved by the President. A public hearing is provided for, with due notice to parties concerned, at which any interested party has an opportunity to be heard.

Applicability of a Marketing Agreement.—The territory covered by marketing agreements depends upon the type of industry. Thus far it has been found necessary to limit them in scope to definite marketing * or producing * areas.

***Orders.**—An order may be issued by the Secretary of Agriculture applicable to processors, associations of producers, and others engaged in the handling of certain agricultural commodities and regulating only such handling as is in the current of interstate or foreign commerce or which directly burdens, obstructs or affects interstate or foreign commerce in such commodity or product thereof. The orders are issued in aid of executed or proposed marketing agreements only when two thirds of the producers favor the issuance. The order may prescribe a limitation of the quantity of an agricultural commodity handled in interstate commerce and may provide for an equitable division of such quantity among handlers and producers. The Secretary has, with the approval of the President, issued general regulations covering the issuance and administration of orders.

Orders Restricted to Definite Marketing or Producing Areas.—Because of diverse conditions affecting different marketing and producing areas orders generally are restricted in area.

Orders Restricted to Definite Commodities.—Orders to enforce marketing agreements may be issued only for the following com-

modities: Milk and its products, fruits and their products (including pecans and walnuts but not including apples and fruits for canning, except olives), tobacco and its products, vegetables and their products (not including vegetables for canning, except asparagus), soybeans and their products, and naval stores (including refined and partially refined oleoresin, but not products of naval stores).

Petitions for Review of Order Provisions.—Any person subject to an order may petition the Secretary to review any order, or any action taken under an order. An appeal may be taken to the courts from the decision of the Secretary.

Penalty for Order Violations.—For violation of any provision of such order, on conviction, a fine shall be imposed of not less than \$50 or more than \$500 for each day during which the violation continues.*

General Enforcement Provisions.—At the request of the Secretary of Agriculture and under the direction of the Attorney General, United States district attorneys are authorized to institute proceedings in the district courts of the United States to enforce agreements, orders, and regulations entered into or issued by the Secretary of Agriculture, and to restrain their violation.

No Loans to Farmers.—Farmers do not receive loans from the Agricultural Adjustment Administration. Facilities have been provided, however, through the Commodity Credit Corporation (see p. 233) for loans secured by certain commodities, * for which adjustment measures are in effect.*

Removal of Surplus Farm Products.—Existing surpluses of agricultural commodities are removed from the market through the use of funds made available for that purpose. Where practicable, such surpluses are distributed to the needy unemployed by joint action of the Agricultural Adjustment Administration, the Federal Emergency Relief Administration, and the Federal Surplus Relief Corporation. Efforts also are made to discover and stimulate new or unused market channels for American agricultural goods.

Bankhead Cotton Act.—Under this act, a national quota of cotton production is fixed, and allotments are made to the various States on the basis of their past production equated to current demand. These allotments are then apportioned among the several counties and among individual producers of cotton, and a tax is levied upon all cotton ginned in excess of the apportionments. Each producer is issued tax-exemption certificates for cotton up to the amount of his allotment.

Kerr-Smith Tobacco Act.—This act provides for the issuance of tax-payment warrants to each producer covering the quantity of tobacco which he is entitled to produce, and a tax must be paid on the sale of the remainder.

***Anti Hog-Cholera Serum and Hog-Cholera Virus.**—To assure an adequate supply of anti-hog-cholera serum and virus and prevent undue fluctuations and unfair competition and trade practices,

the Secretary is authorized to enter into marketing agreements with manufacturers and handlers of these products.

Potato Act of 1935.—Under this act, a national quota of potato production was fixed by the Secretary of Agriculture according to a set formula, and allotments are made to the various states on the basis of their past production. These allotments are then apportioned among the individual producers of potatoes, and a tax is levied on all potatoes sold in excess of the allotment. Each producer is issued tax exemption stamps for the amount of his allotment.

Quota System for Sugar Production.—In the case of sugar beets and sugarcane, the Jones-Costigan Sugar Act has put into operation a system of quotas on the amounts of sugar which may be imported from foreign countries, and on the amounts of domestically produced sugars which may be marketed and processed. These quotas have the effect of limiting the sugar put on the domestic market to that amount required to satisfy the domestic consumption requirements of continental United States, as determined by the Secretary of Agriculture. The quotas, assigned on a territorial basis, are allotted among individuals coming within such quotas.

Information Regarding Agricultural Programs.—Farmers may obtain information about the programs of the Agricultural Adjustment Administration from their county agricultural agents, their State directors of agricultural extension, from local producers who are cooperating in the programs, and from the United States Department of Agriculture.

MARKETING AGREEMENTS AND LICENSES IN EFFECT, AS OF *DECEMBER 1,* 1935

Marketing Agreements

Dry Skim Milk.
North Pacific Wheat Surplus.

| Evaporated Milk.

Licenses ¹

Milk:

Ann Arbor, Mich.
Atlanta, Ga.
Battle Creek, Mich.
Boston (Greater).
Denver.
Des Moines.
Detroit.
Dubuque, Iowa.
Evansville, Ind.
Fall River, Mass.
Fort Wayne, Ind.
Grand Rapids, Mich.
Kalamazoo, Mich.
Kansas City, Mo.
Leavenworth, Kans.
Lincoln, Nebr.
Louisville, Ky.

Milk—Continued

New Bedford, Mass.
Newport, R. I.
Omaha-Council Bluffs (Nebr.-Iowa).
Phoenix, Ariz.
Quad Cities:
Davenport, Iowa.
East Moline, Ill.
Moline, Ill.
Rock Island, Ill.
Richmond, Va.
San Diego, Calif.
Sioux City, Iowa.
Topeka, Kans.
St. Louis, Mo.
Tucson, Ariz.
Twin Cities, Minn.
Wichita, Kans.

¹ The amendments to the Agricultural Adjustment Act provide that licenses in effect at the time the amendments were adopted will remain in effect until terminated or suspended by the Secretary of Agriculture. The amendments to the Act also provide that the Secretary may issue orders with respect to specified commodities now covered by licenses.

Marketing Agreements With Licenses

California Gravenstein Apples.
 Alcoholic Beverages Importing Industry.
 California Asparagus Canning Industry.
 Handlers of California Fresh Asparagus.
 Shippers of Package Bees and Queens.
 Handlers of Florida Celery.
 California Citrus.
 Fresh California Deciduous Tree Fruits Except Apples.
 California Ripe Olive Canning Industry.

Southeastern Potatoes.
 California Dried Prunes.
 Florida Strawberries.
 Handlers of Connecticut Valley Shade Grown Tobacco.
 Colorado Fresh Peas and Cauliflower.
 Western Washington Vegetables.
 Southeastern Watermelon Industry.
 Gum Turpentine and Gum Resin Processors.
 Colorado Peaches.

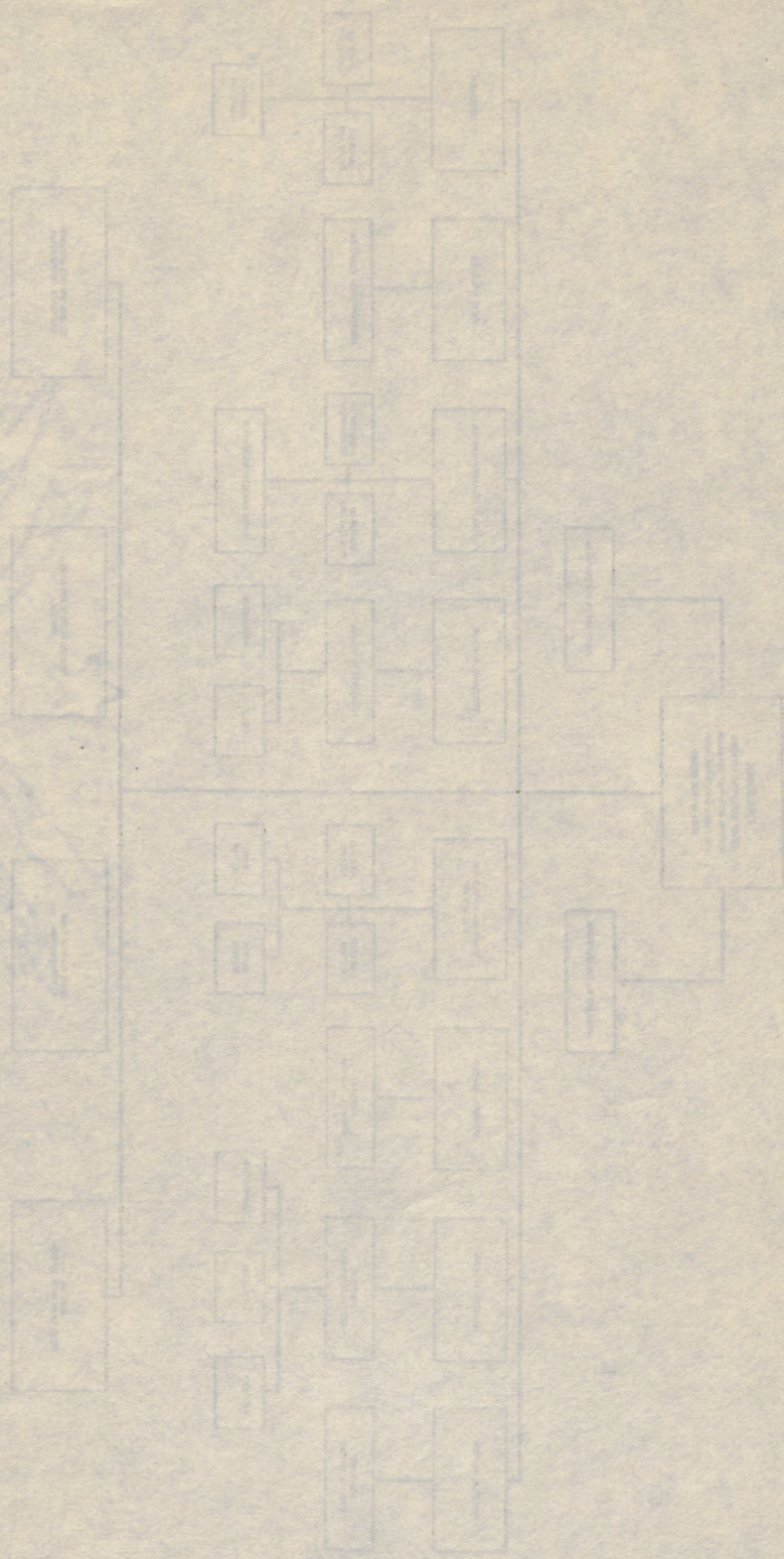
Marketing Agreements With Orders

Walnuts.

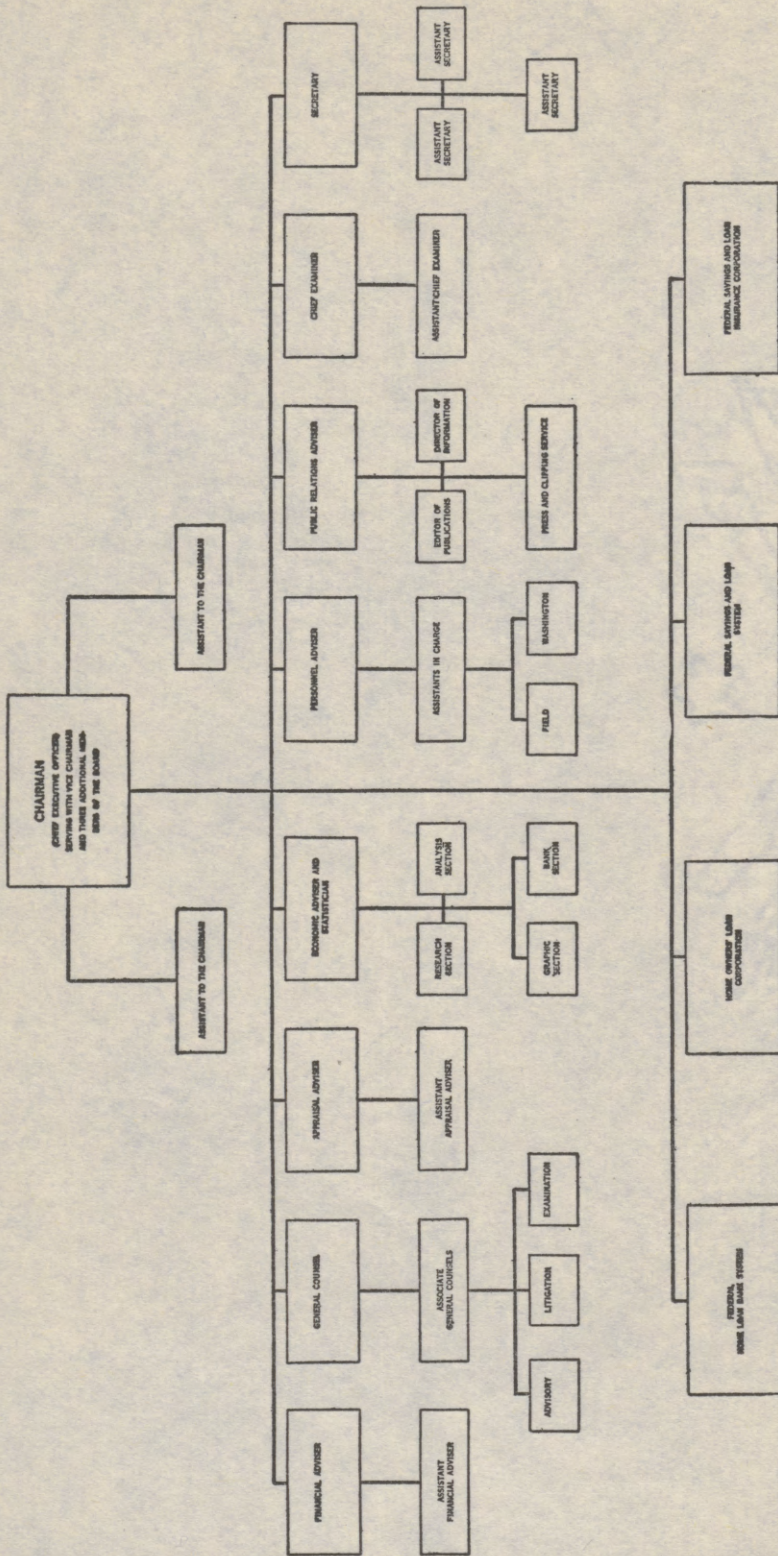
Approved.

CHESTER C. DAVIS,
Administrator.
 (12-24-35)

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FEDERAL HOME LOAN BANK BOARD



FEDERAL HOME LOAN BANK BOARD

BOARD OF DIRECTORS

JOHN H. FAHEY, *Chairman*; T. D. WEBB, *Vice Chairman*; FRED W. CATLETT, WILLIAM F. STEVENSON, and H. E. HOAGLAND; ROBERT L. NAGLE, *Secretary to the Board*; ORMOND E. LOOMIS, *Executive Assistant to the Chairman*; JOHN M. HAGER, *Executive Assistant to the Chairman*; *JOHN W. CHILDRESS, *Assistant to the Chairman**

OFFICERS

HORACE RUSSELL, *General Counsel*; *FLOYD AUGUSTINE,* *Financial Adviser*; SPURGEON BELL, *Economic Adviser and Statistician*; R. R. ZIMMERMAN,* *Personnel Assistant to the Chairman**; PAUL A. WARNER, *Chief Examiner*; GEORGE DOCK, JR., *Public Relations Adviser*

Information, Room 7500, New Post Office Building, Twelfth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, NAtional 5812, Branch 138

Creation and Authority.—The authority for the creation and activities of the Federal Home Loan Bank Board is contained in the following acts of Congress: Public No. 304, Seventy-second Congress, approved July 22, 1932; Public No. 43, Seventy-third Congress, approved June 13, 1933; Public No. 178, Seventy-third Congress, approved April 27, 1934; Public No. 479, Seventy-third Congress, approved June 27, 1934; and *Public No. 76, Seventy-fourth Congress, approved May 28, 1935.*

Purpose.—The Federal Home Loan Bank Board exercises direct supervision and control over four distinct governmental agencies created for the purpose of improving home-financing conditions. The five members of the Board constitute the board of directors of the Home Owners' Loan Corporation, and the board of trustees of the Federal Savings and Loan Insurance Corporation. The Board, as such, governs the Federal Home Loan Bank System and has also been authorized to encourage the organization and development of Federal savings and loan associations.

Organization.—The Federal Home Loan Bank Board is composed of five members, appointed by the President of the United States with the advice and consent of the Senate. In Washington, under the immediate supervision of the Board, are located the offices of the Federal Savings and Loan System, and of the Federal Savings and Loan Insurance Corporation, and the central offices of the Federal Home Loan Bank System and of the Home Owners' Loan Corporation. The organization under the Board includes also an advisory and servicing staff composed of legal, financial, appraisal, housing,

personnel, examining, research and analysis, and public relations departments.

Funds.—The expenses of the Board are paid in part by assessment against the twelve regional banks of the Federal Home Loan Bank System; the balance of the Board's expenses are apportioned on an equitable basis and paid by the Home Owners' Loan Corporation, the Federal Savings and Loan Division, and the Federal Savings and Loan Insurance Corporation.

Approved.

JOHN H. FAHEY,
Chairman.
HORACE RUSSELL,
General Counsel.

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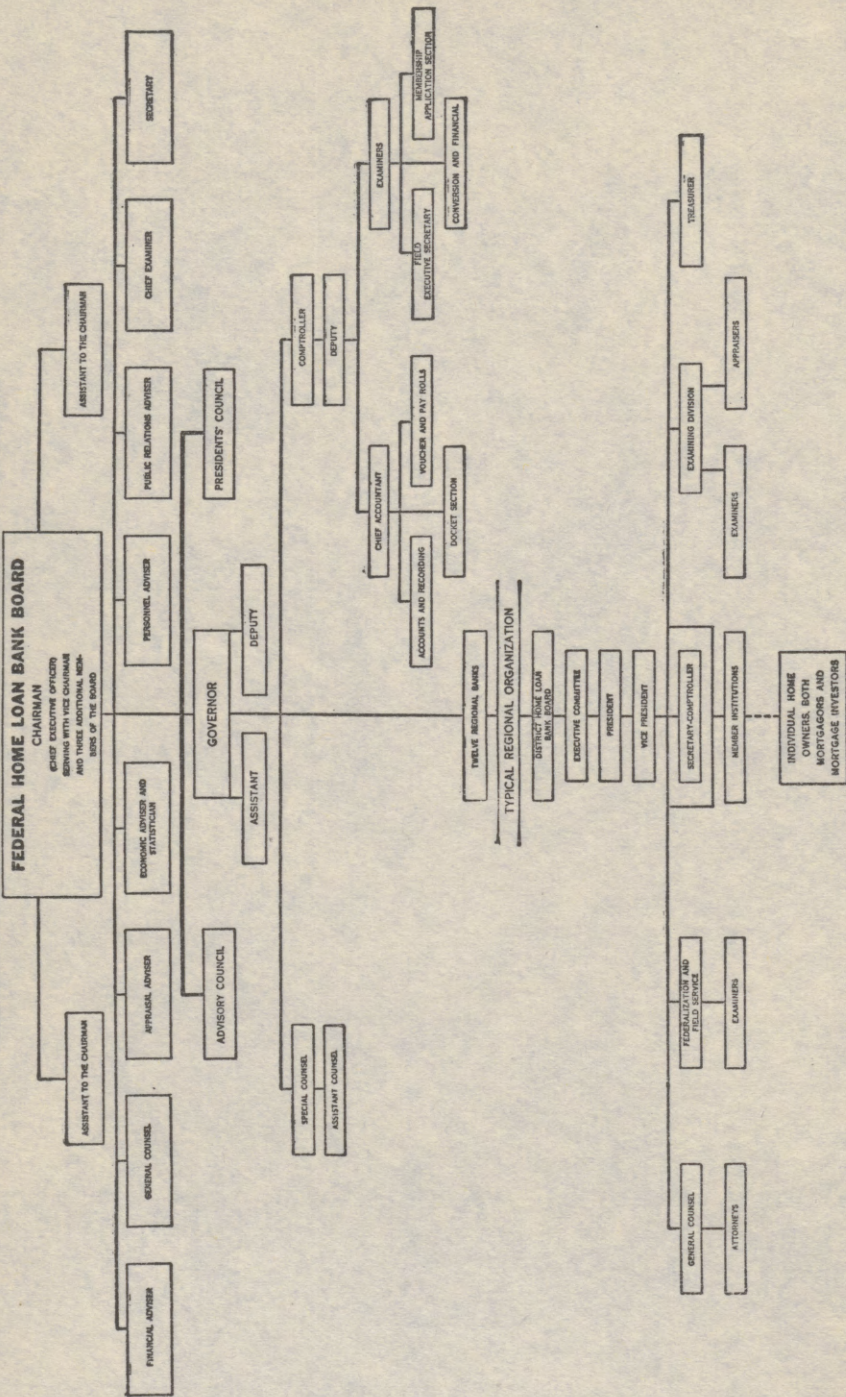
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FEDERAL HOME LOAN BANK SYSTEM



FEDERAL HOME LOAN BANK SYSTEM

(Federal Home Loan Bank Board)

BOARD OF DIRECTORS

JOHN H. FAHEY, *Chairman*; T. D. WEBB, *Vice Chairman*; FRED W. CATLETT, WILLIAM F. STEVENSON, and H. E. HOAGLAND, *Directors*; ROBERT L. NAGLE, *Secretary to the Board*; ORMOND E. LOOMIS, *Executive Assistant to the Chairman*; JOHN M. HAGER, *Executive Assistant to the Chairman*; JOHN W. CHILDRESS, *Assistant to the Chairman*

OFFICERS

PRESTON DELANO, *Governor*; HORACE RUSSELL, *General Counsel*; R. R. BURKLIN, *Comptroller*; C. K. BERLIN, *Deputy Comptroller*; and ERNEST E. REARDON, *Chief Bank Examiner*; *JAMES R. FRAZER, *Associate General Counsel* *

Information, Room 7500, New Post Office Building, Twelfth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, NATIONAL 5812, Branch 138

Creation and Authority.—The Federal Home Loan Bank System was created by authority of the Federal Home Loan Bank Act, approved July 22, 1932. This act was amended by the Home Owners' Loan Act of 1933, approved June 13, 1933; by an Act of Congress approved April 27, 1934 (Public No. 178, 73d Cong.); by the National Housing Act, approved June 27, 1934; and by an act of Congress approved May 28, 1935 (Public No. 76, 74th Cong.).

Purpose.—The purpose of the System is to serve as a credit reserve for Federal savings and loan associations, building and loan associations, savings and loan associations, cooperative banks, homestead associations, insurance companies, savings banks, and other home-financing institutions.

Organization.—The System is composed of 12 regional Federal home-loan banks under the supervision of the Federal Home Loan Bank Board in Washington. The addresses of these banks and the territories served by each are listed on page 402.

ACTIVITIES

Eligible Borrowers.—A Federal home-loan bank may lend only to its member institutions, to nonmember mortgages approved under title II of the National Housing Act, or to other Federal home-loan banks. The Federal home-loan banks do not grant loans to individuals or private borrowers.

Definition of Member Institutions.—These are eligible institutions which have purchased stock of a Federal home-loan bank and have been accepted and approved by the Federal Home Loan Bank Board as members.

Classes of Institutions Eligible for Membership in Home Loan Banks.—Building and loan associations, savings and loan associations, cooperative banks, homestead associations, insurance companies, savings banks, and similar home-financing institutions may become members of a home-loan bank and borrow from it. All Federal savings and loan associations automatically become members of the Federal Home Loan Bank System upon subscription for stock in the regional bank.

Qualifications Required of Member Institutions.—Before an institution may become a member of a Federal home-loan bank it must meet the following qualifications: Be duly organized under the laws of any State or the United States; be subject to inspection and regulation under the banking, or similar laws of a State or of the United States. Building and loan associations that are eligible for membership in a Federal home-loan bank in all respects except that they are not subject to supervision and regulation under State laws may be admitted to membership if they subject themselves to such inspection and regulation as the Federal Home Loan Bank Board may prescribe. Applicants may not charge borrowers higher rates than those specified in the following paragraph, and must write such mortgage loans as in the judgment of the Board are long-term loans. * Moreover, to be admitted to membership, an institution must be in such financial condition that, in the judgment of the Board, it merits the confidence of the investing public. It must also be under sound and competent management. A savings bank must meet the further requirement that the volume of its time deposits warrants its making long-term loans.*

Maximum Interest Rates that may be Charged by Member Institutions.—The total amounts paid by the home owner for interest, commissions, and other charges, less a proper deduction for all dividends, refunds, and cash credits of all kinds, must not exceed the maximum legal rate of interest or lawful contract rate specified by State laws. In those States in which there is no maximum legal interest rate or lawful contract rate, the charges must not exceed 8 percent.

No institution charging higher rates on home-mortgage loans made after July 22, 1932, shall be admitted or retained as a member of the Federal Home Loan Bank System.

Eligibility of Central Organizations or Associations of Home-Financing Institutions.—A central organization or association of home-financing institutions is eligible for membership if (a) it is organized solely for the purpose of supplying credit to its members, (b) its membership is confined exclusively to building and loan

associations, savings and loan associations, cooperative banks, and homestead associations, or solely to savings banks, (c) a majority of such institutions organized within the State are members, and (d) the central organization or association has been established under State law and is subject to inspection and regulation under the banking or similar laws of such State.

Features of Membership.—The principal *characteristics* of membership in the Federal Home Loan Bank System are the following: (a) It *provides* continued access to assured and ample credit resources. From the Federal home loan bank of which it is a member, an institution may borrow for both short and long terms at low interest rates; (b) member institutions alone *may* display the official emblem of membership; (c) the officers and staffs of the Federal home loan banks are qualified to advise member institutions on financial and management policies.

Regional Bank of which an Institution Becomes a Member.—An institution ordinarily must become a member of the Federal home loan bank of the district in which the main office of the institution is located. However, if demanded by convenience, the Federal Home Loan Bank Board in Washington may allow an institution to become a member of the bank of an adjoining district.

Membership Procedure.—Federal savings and loan associations automatically become members of the Federal Home Loan Bank System upon subscription for the required amount of stock of a Federal home loan bank. Other eligible institutions fill out standard application forms and along with other required documents and supporting information submit them to the regional bank. At the same time the applicant subscribes for the required amount of stock of the regional bank, presenting a check in full or in part payment for the stock. The Federal home loan bank makes a thorough examination of the file. The recommendation of the regional bank and copies of all the forms are forwarded to the Federal Home Loan Bank Board in Washington. The Board in Washington determines whether or not the institution shall be admitted to membership.

Evidence of Membership.—A member institution receives a membership certificate signed by the chairman and secretary of the Federal Home Loan Bank Board, and a stock certificate signed by the president and treasurer of the regional Federal home-loan bank.

Examination and Regulation of Member Institutions by the Federal Home Loan Banks and by the Federal Home Loan Bank Board.—Adequate State examinations are accepted. If, however, in the judgment of the Federal Home Loan Bank Board, any State does not provide for adequate examination and regulation of home-financing institutions, the Board may prescribe such examination and

rules of procedure for member institutions in that State as will safeguard the interests of the System. Federal savings and loan associations are chartered under the Federal Government and are supervised exclusively by the *Federal* Home Loan Bank System. Institutions insured by the Federal Savings and Loan Insurance Corporation are also subject to examination by the Examining Division of the Federal Home Loan Bank Board.

Withdrawal from Membership.—Six months after filing with the Board in Washington notice of intention to do so, a member institution may withdraw from membership in the System, provided all indebtedness to the regional home-loan bank is repaid.

Removal from Membership.—After a hearing, the Federal Home Loan Bank Board in Washington may remove any institution from membership, if in the opinion of the Board, it has failed to comply with any provision of the Federal Home Loan Bank Act, or with any regulation of the Board, or if it is found to be insolvent.

Minimum Stock Subscription.—When it becomes a member, an institution must subscribe for the stock of the regional bank in an amount equal to 1 percent of the total unpaid principal of its home-mortgage loans, but in no case less than \$500. After the institution has purchased the required amount of stock, the Board in Washington makes adjustment from time to time requiring it to maintain a stock investment of at least this amount.

Payment of Stock Subscription.—The entire amount of the subscription may be paid in cash at the time of application. If paid in installments, at least one-fourth must be paid at the time of application and at least one-fourth by the end of each succeeding four-month period.

Sale of Stock.—With the approval of the Board in Washington a member may transfer its stock to another member. It may dispose of its stock to a nonmember only for the purpose of enabling it to become a member.

Liability of Member Institutions on Stock Purchased from a Federal Home Loan Bank.—Stock of a Federal home loan bank does not carry double liability and is nonassessable.

Maximum Amount Member Institutions May Borrow from a Federal Home Loan Bank.—Loans to a member institution are made strictly upon the basis of the loan requests; the maximum aggregate amount that may be advanced to a member depends upon its needs and ability to repay. In the case of long-term loans, after the approval and before the consummation of the advance, the institution must have paid in on its stock subscription at least one-twelfth of the aggregate amount it will owe the regional home loan bank. If the institution does not already hold sufficient stock, it purchases additional stock to the amount required. In no case, however, may an institution borrow in excess of the amount allowed by its own regulations or by the laws of the State in which it is incorporated.

Loan Procedure.—The institution applies to the regional home-loan bank. The regional bank may decline the application or approve it subject to the regulations of the Board in Washington. If a long-term loan is desired, the institution submits an application written in approved form and deposits and assigns to the bank collateral sufficient to secure the advance.

Security Required for Loans to Member Institutions.—All loans are secured by deposit of the note of the borrowing institution and by the stock it has purchased from the regional home-loan bank. Long-term loans must be further secured by the deposit and assignment of home mortgages offered as collateral to the note.

Interest Rates on Loans to Member Institutions.—The Federal Home Loan Bank Board either determines or approves the interest charged by the regional banks on advances to member institutions. The regulations of the Board in Washington *at present provide* that these interest rates must not be less than 3 percent and must not exceed 5 percent.

Loans on Unsecured Notes.—Members whose creditor liabilities, exclusive of advances from a Federal home-loan bank, do not exceed 5 percent of their net assets, may borrow for terms not exceeding 1 year on their unsecured notes. Other members may borrow on unsecured notes for terms not in excess of 30 days. Upon maturity such loans must either be liquidated or be secured by approved collateral.

Loans on the Security of Advances Incurred for Home Repairs, Alterations, and Improvements, and Insured by the Federal Housing Administration.—Until July 1, 1936, each Federal home-loan bank may lend to member institutions on the security of notes representing obligations incurred for the repair, alteration, and improvement of home property which are insured by the Department of Credit Insurance of the Federal Housing Administration. Loans may be made up to 90 percent of the face amount of such obligations.

Loans to Non-member Institutions.—Institutions approved under title II of the National Housing Act may obtain loans from the Federal home loan bank on mortgages insured by the Department of Mutual Mortgage Insurance of the Federal Housing Administration. The amount of such advances may not exceed 90 percent of the unpaid principal of the mortgage loans given as security.

Long-term Loans.—Long-term loans are usually made for a term of ten years and are amortized under this period on a quarterly basis. They are *evidenced* by the note of the borrowing institution, *and secured* by the stock it has purchased in the regional home-loan bank, and by the deposit and assignment of home-mortgage collateral. The amount of home-mortgage collateral required as security for

such loans is determined by the regional banks subject to the provisions of the Federal Home Loan Bank Act and the regulations of the Board in Washington. The collateral requirements *laid down by the Federal Home Loan Bank Act and by the Federal Home Loan Bank Board as of May 28, 1935,* are outlined in the following paragraphs.

Eligible Home Mortgage Collateral.—Unless it represents an advance incurred for home repairs, alterations, and improvements, that has been *insured* by the Federal Housing Administration, a home mortgage, to be eligible as collateral for a loan from a Federal home-loan bank, must qualify, at the time of the advance, in the following respects:

(a) The home-mortgage loan which it secures must mature within *20 years.*

(b) The *mortgage* must not exceed \$20,000.

(c) Unless the indebtedness secured by the mortgage is less than 50 percent of the value of the property as appraised when the mortgage was executed, the home-mortgage loan must not be more than 6 months past due.

(d) The home mortgage must be a first mortgage or lien upon real estate held in fee simple or on a leasehold for not less than 99 years, which is renewable, or on a leasehold having a period of not less than 50 years to run from the date the mortgage was executed.

(e) The dwelling on the property mortgaged must be designed to accommodate no more than *4 families.*

Amount Advanced on Mortgage Loans Insured by the Federal Housing Administration.—A Federal home-loan bank may lend an amount up to 90 percent of the unpaid principal of mortgage loans insured under the Federal Housing Administration.

Amount Advanced Against Home Mortgage Loans, Not Insured, When Repayable on the Amortized Plan and for an Original Term of at least *Six* Years.—A home loan bank may advance up to 65 percent of the unpaid principal of an amortized home-mortgage loan which was for an original term of *6* years or more. However, no advance may exceed 60 percent of the value of the real estate securing the loan.

Amount Advanced Against other Mortgage Loans.—On loans other than those amortized over a period of *6* years, or more, a home loan bank may advance up to 50 percent of the unpaid principal but not in excess of 40 percent of the value of the property securing the loan.

Mortgages on which Employees or Officers of a Regional Bank or Member Institution are Personally Liable.—Unless the Board in Washington formally and specifically approves the acceptance of such collateral, no Federal home loan bank may accept as security for an advance any home mortgage for which any officer or employee of a regional bank or member institution is personally liable.

Withdrawal or Substitution of Collateral; Deposit of Additional Collateral.—A member institution may at any time substitute or withdraw collateral, provided its indebtedness to the Federal home loan bank remains adequately secured. If the advances to a member institution are not adequately secured by collateral already deposited, a regional home loan bank may require the institution to substitute collateral or to deposit additional collateral.

Management of Federal Home Loan Banks.—The banks are established, sponsored, and supervised by the Federal Government, but operate under private management, subject to Federal laws and regulations of the Federal Home Loan Bank Board. *Each Federal home loan bank has 12 directors.*

Election of Directors of the Federal Home Loan Banks.—*Four directors appointed by the Federal Home Loan Bank Board represent the public interest. Of the remaining 8 directors, 2 are elected by the larger member institutions of the district, 2 by those of medium size, 2 by the smaller institutions, and 2 at large.* The directors of each class are elected or appointed in rotation, so that one member from each class will be elected or appointed each year. Hereafter, each elective position will be for a term of 2 years, and each appointive position will be for 4 years. If members hold less than \$1,000,000 of the capital stock of the Federal home loan bank, they may not elect directors, but the Board will fill such vacancies as occur by appointing directors to serve for the balance of the calendar year.

Compensation of Directors.—Subject to the approval of the Board in Washington, each bank may pay its directors reasonable compensation for the time required of them and for their necessary expenses.

Expenses of the Federal Home Loan Banks.—The Federal home loan banks pay their operating expenses out of their earnings. The banks have all reached the point where their incomes exceed their expenses.

Sources from which Federal Home Loan Banks may Procure Funds.—A Federal home loan bank may obtain funds in the following ways:

- (a) By issuing stock to the Secretary of the Treasury.
- (b) By issuing stock to its member institutions.
- (c) By selling notes, bonds, and debentures.
- (d) From the sale of consolidated Federal home loan bank bonds or consolidated Federal Home Loan Bank debentures issued by the Federal Home Loan Bank Board.
- (e) By accepting deposits from member institutions or from other home loan banks, or other instrumentalities of the United States.
- (f) By selling advances to other home loan banks or by borrowing from other home loan banks.

Issuance of Bonds, Debentures, or Similar Obligations by a Federal Home Loan Bank.—The Federal Home Loan Bank Board may permit any Federal home-loan bank to issue debentures, bonds, or other obligations. The terms and conditions under which such obligations are issued must meet with the approval of the Board in Washington.

Consolidated Federal Home Loan Bank Debentures.—The Board may issue consolidated Federal home-loan bank debentures which shall be the joint and several obligations of all the Federal home-loan banks. No such debentures may be issued, however, if the assets of any of the regional banks are pledged to secure any indebtedness or are subject to any lien. The total amount of debentures so issued may not exceed five times the total paid-in capital of all the regional banks at the time of issue nor the total amount of the notes or obligations of member institutions held by the regional banks and secured by approved home-mortgage collateral.

Consolidated Federal Home Loan Bank Bonds.—At any time that no debentures issued by any of the regional banks are outstanding, the Federal Home Loan Bank Board may issue consolidated Federal home-loan bank bonds. Any outstanding consolidated debentures must, however, be refunded by any subsequent issue of consolidated bonds. Consolidated Federal home-loan bank bonds will be the joint and several obligations of all the regional banks and will be secured and issued on such terms and conditions as the Board in Washington may prescribe.

Legal Provisions Concerning Obligations Issued by the Federal Home Loan Banks and Consolidated Debentures or Bonds Issued by the Federal Home Loan Bank Board.—Obligations of a regional bank and joint obligations of all the Federal home-loan banks are lawful investments and may be accepted as security for all fiduciary, trust, and public funds under the authority and control of the United States or of its officers. These obligations are exempt from all Federal, State, and local taxation except surtaxes, estate, inheritance, and gift taxes. Obligations of the Federal home-loan banks and joint obligations of all the Federal home-loan banks, issued by the Board are not, however, obligations of the United States and are not guaranteed by the United States Government.

Deposits Accepted by the Federal Home Loan Banks.—Subject to the regulations of the Board in Washington, each Federal home-loan bank may accept deposits from its member institutions or from the other Federal home-loan banks or other instrumentalities of the United States.

Sale of Advances.—Subject to the approval of the Board in Washington, one regional bank may sell to another advances it has made to its member institutions or may allow another home-loan bank to participate in such advances.

Other Transactions Between Regional Banks.—The Board in Washington may permit—or in cases of emergency require—one regional bank to rediscount the discounted notes of member institutions held by other Federal home-loan banks, to make loans to or deposits with other home-loan banks, or to purchase any bonds or debentures issued by the regional banks or by the Federal Home Loan Bank Board.

Stock of a Federal Home Loan Bank.—The par value of each share of stock is \$100. The minimum capital stock shall be issued at par; thereafter stock may be issued at such a price, not less than par, as may be fixed by the Board in Washington. Dividends are distributed equally on all shares of stock issued by a home-loan bank.

Amount of Government Funds Available for Subscription for Stock of the Federal Home Loan Banks.—The Federal Home Loan Bank Act provides for subscription to stock in the 12 banks on the part of the United States Government to the total amount of \$125,000,000. The Board found it necessary to call on the Secretary of the Treasury *to subscribe* for \$124,741,000, which amount has been allocated to the regional banks. This full amount has not been actually paid in to them as yet; additional stock will be purchased upon call by the Board in Washington.

Retirement of Stock Owned by the United States.—After the amount of the capital in a Federal home-loan bank paid in by member institutions equals the amount paid in by the United States, 50 percent of all amounts subsequently paid in by members will be used to retire at par the stock held by the United States. At any time when adequate resources are available and when the accumulated dividends on this stock have been paid, the Board in Washington may permit or require a regional bank to retire any portion of the stock held by the Government.

Investment of Funds Received on Deposit from Member Institutions and Paid in by them for the Purchase of Stock.—A Federal home-loan bank must invest an amount equal to the total received on deposit from member institutions, and paid in by them for the purchase of stock in the following classes of securities:

- (a) Obligations of the United States.
- (b) Deposits in banks or trust companies.
- (c) Advances to member institutions for maturities not in excess of 1 year.

Such funds may be invested in no other way and cannot be loaned to the other regional home-loan banks.

Reserve Funds of Federal Home Loan Banks.—Semiannually each bank must set aside 20 percent of its net earnings as a reserve fund. After the amount of this reserve equals the paid-in capital of the bank, 5 percent of the net earnings are added semiannually to this account. If the reserve account falls below the amount of the paid-in capital, it must be restored before any dividends are paid.

The reserves of each home-loan bank must be invested, subject to the regulations of the Board in Washington, in direct obligations of the United States, and in those securities in which fiduciary and trust funds may be invested under the laws of the State in which the Federal home-loan bank is located.

Uses of Other Home Loan Bank Funds.—A Federal home-loan bank may use such funds as are not required for the reserve account nor for investments as specified in the second paragraph above, for advances to its member institutions, or for deposits or transactions with other Federal home-loan banks. Funds in excess of the total amount required for reserves, plus the amount deposited by member institutions and paid in by them for the purchase of stock, which are neither deposited with other home-loan banks, loaned to member institutions, nor employed in transactions with other home-loan banks, must be invested, subject to the regulations of the Board at Washington, in obligations of the United States or in those securities in which fiduciary and trust funds may be invested under the laws of the State in which the Federal home-loan bank is located.

Tax Exemption Privileges of a Federal Home Loan Bank.—The franchise, capital, reserves, surplus, advances, and income of a Federal home-loan bank are exempt from all Federal, State, and local taxation. Real estate held by the bank is, however, subject to the same State and local taxation as other similar real property. Bonds or debentures issued by Federal home-loan banks are exempt from all taxes except surtaxes, estate, inheritance, and gift taxes.

Duties of the Federal Home Loan Bank Board with Respect to the Federal Home Loan Banks.—The Board exercises general supervision and control over the 12 regional banks, * and each year must submit to Congress a report on the entire Federal Home Loan Bank System. It also has the power of establishing and adjusting the Federal home loan bank districts and of prescribing rules for the operation of the regional banks. It may at any time conduct an examination of any of the banks, suspend or remove any of their officers or employees, and if it finds such action to be expedient it may dissolve or reorganize any regional bank and transfer its assets and liabilities to another bank. Whenever advisable, the Board may require or permit a home loan bank to retire any portion of its stock owned by the United States.

Bank Presidents' Council.—The Bank Presidents' Council is composed of the presidents of the 12 Federal home loan banks. It confers with the Federal Home Loan Bank Board on any problems concerning the Home Loan Bank System, but more especially on matters relating to the management and operation of the regional banks.

Advisory Council of the Federal Home Loan Bank System.—The Advisory Council consists of 18 members, 12 of whom are elected by the boards of directors of the regional banks, and six appointed by the Federal Home Loan Bank Board. Its function is to confer

with the Board at Washington on general business conditions and particularly the conditions affecting the Federal home loan banks and the Federal Savings and Loan Insurance Corporation. It may also request information from the Board and make recommendations on matters which are under the jurisdiction of the Board. The Advisory Council serves to assure more direct relationship between the Federal Home Loan Bank Board and the member institutions of the Federal Home Loan Bank System.

Federal Home Loan Banks as Depositories of Public Funds and Financial Agents of the United States.—When designated for such purpose by the Secretary of the Treasury a Federal home loan bank may be appointed a depository for public funds, except receipts from customs, and also as financial agent of the United States.

Members of the Federal Home Loan Banks as Fiscal Agents of the United States or Instrumentalities of the United States.—When designated for that purpose by the Secretary of the Treasury a member may act as fiscal agent of the Government; any instrumentality of the Government may employ any member institution as its agent.

Authority of the Home Owners' Loan Corporation to Purchase Obligations of the Federal Home Loan Banks.—The Home Owners' Loan Corporation is authorized to purchase Federal home loan bank bonds, notes or debentures, either those of individual banks or consolidated issues. A total of \$300,000,000 of its bond issue is available for the purchase of these obligations or, alternatively, stock in Federal savings and loan associations, *or securities of* institutions *which are* insured by the Federal Savings and Loan Insurance Corporation, or are members of the Federal Home Loan Bank System.

Purchase of Shares in Member Institutions of the Federal Home Loan Bank System by the Home Owners' Loan Corporation.—The Home Owners' Loan Corporation is authorized to purchase the shares, certificates of deposit and investment certificates of institutions which are members of the Federal Home Loan Bank System or whose accounts are insured by the Federal Savings and Loan Insurance Corporation if they are eligible for such insurance. A total of \$300,000,000 is available for these purposes and those mentioned in the preceding paragraph. Application forms for such subscription may be procured from the Federal home loan bank of the district in which the institution is located.

Conversion of State-chartered Member Institutions into Federal Savings and Loan Associations.—Upon the vote of 51 percent or more of the votes cast at a legal meeting called to consider conversion, any State-chartered member may, after receiving the approval of the Federal Home Loan Bank Board in Washington, *and by complying with the provisions of State law,* convert itself into a Federal savings and loan association. Further information

concerning these associations is contained in this manual, in the section on Federal savings and loan associations.

Insurance of the Accounts of Member Institutions.—Building and loan, savings and loan, homestead associations, and cooperative banks may, upon paying the required premiums and meeting certain further requirements, insure with the Federal Savings and Loan Insurance Corporation, the accounts of their depositors or shareholders. The accounts of all Federal savings and loan associations must be insured by the Corporation.

Present Resources of the System.—*The resources of the Federal Home Loan Bank System amount to about \$130,000,000, composed largely of loans to member institutions. The total credit available to member institutions is about \$300,000,000. The combined resources of member institutions—numbering approximately 3,400—exceeds \$3,200,000,000.*

Location of the Federal Home Loan Banks and the territory served by each:

- District No. 1, Federal Home Loan Bank of Boston, Boston, Mass.:* Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.
- District No. 2, Federal Home Loan Bank of New York, N. Y.:* New Jersey, New York, Puerto Rico, Virgin Islands.
- District No. 3, Federal Home Loan Bank of Pittsburgh, Pittsburgh, Pa.:* Delaware, Pennsylvania, West Virginia.
- District No. 4, Federal Home Loan Bank of Winston-Salem, Winston-Salem, N.C.:* Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia.
- District No. 5, Federal Home Loan Bank of Cincinnati, Cincinnati, Ohio:* Kentucky, Ohio, Tennessee.
- District No. 6, Federal Home Loan Bank of Indianapolis, Indianapolis, Ind.:* Indiana, Michigan.
- District No. 7, Federal Home Loan Bank of Chicago, Chicago, Ill.:* Illinois, Wisconsin.
- District No. 8, Federal Home Loan Bank of Des Moines, Des Moines, Iowa:* Iowa, Minnesota, Missouri, North Dakota, South Dakota.
- District No. 9, Federal Home Loan Bank of Little Rock, Little Rock, Ark.:* Arkansas, Louisiana, Mississippi, New Mexico, Texas.
- District No. 10, Federal Home Loan Bank of Topeka, Topeka, Kans.:* Colorado, Kansas, Nebraska, Oklahoma.
- District No. 11, Federal Home Loan Bank of Portland, Portland, Oreg.:* Alaska, Idaho, Montana, Oregon, Utah, Washington, Wyoming.
- District No. 12, Federal Home Loan Bank of Los Angeles, Los Angeles, Calif.:* Arizona, California, Hawaii, Nevada.

Approved.

JOHN H. FAHEY,
Chairman.

HORACE RUSSELL,
General Counsel.

(12-24-35)

REPORT OF THE BOARD OF DIRECTORS
FOR THE YEAR 1900

HOME OWNERS' LOAN CORPORATION

BOARD OF DIRECTORS CHAIRMAN

SEVEN EXECUTIVE OFFICERS
SERVING WITH VICE CHAIRMAN
AND THREE ADDITIONAL MEMBERS OF THE BOARD

ASSISTANT TO THE CHAIRMAN

ASSISTANT TO THE CHAIRMAN

FINANCIAL ADVISOR

GENERAL COUNSEL

APPRaisal ADVISOR

ECONOMIC ADVISOR AND
STATISTICIAN

PERSONNEL ADVISOR

PUBLIC RELATIONS ADVISOR

CHIEF EXAMINER

SECRETARY

GENERAL MANAGER

AUDITOR

DEPUTY

DEPUTY

DIRECTOR OF
PROPERTY INSURANCE

LEGAL ADVISOR

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HOME OWNERS' LOAN CORPORATION

(Federal Home Loan Bank Board)

BOARD OF DIRECTORS

JOHN H. FAHEY, *Chairman*; T. D. WEBB, *Vice Chairman*; FRED W. CATLETT, WILLIAM F. STEVENSON, and H. E. HOAGLAND, *Directors*; ROBERT L. NAGLE, *Secretary to the Board*; ORMOND E. LOOMIS, *Executive Assistant to the Chairman*; JOHN M. HAGER, *Executive Assistant to the Chairman*; JOHN W. CHILDRESS, *Executive Assistant to the Chairman*

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* CHARLES A. JONES, *General Manager*; ALFRED S. R. WILSON, PAUL J. FRIZZELL, *Deputy General Managers*; CHARLES F. COTTER, *Deputy General Manager in Charge of Loan Servicing*; HAROLD LEE, *Deputy General Manager in Charge of Property Management*; DONALD H. MCNEAL, *Deputy to the General Manager in Charge of Appraisals and Reconditioning*; *HORACE RUSSELL, *General Counsel*; RODNEY D. ANDREWS, *Comptroller*; PATRICK J. MALONEY, *Treasurer*; *O. B. TAYLOR, *Associate General Counsel*

Information, Room 7500, New Post Office Building, Twelfth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, National 5812, Branch 138

Creation and Authority.—The Home Owners' Loan Corporation is an emergency relief agency of the Federal Government created by the Home Owners' Loan Act of 1933, approved on June 13, 1933. This legislation has been amended by an act of Congress approved April 27, 1934 (Public, No. 178, 73d Cong.); by the National Housing Act, approved June 27, 1934; and by an act of Congress approved May 28, 1935 (Public, No. 76, 74th Cong.). The Home Owners' Loan Corporation is under the supervision and direction of the Federal Home Loan Bank Board.

Purpose.—The general purpose of the Home Owners' Loan Corporation is to grant long-term mortgage loans at low interest rates to those who are in urgent need of funds for the protection and preservation of their homes, and who are unable to procure the needed financing through the normal channels. The great majority of these loans are granted in order that home owners may refinance defaulted mortgages and save their homes from foreclosure.

Organization.—The Corporation is controlled by a board of five directors, consisting of the five members of the Federal Home Loan Bank Board. Over 300 main and branch offices operate in all States, in the District of Columbia, Hawaii, and Puerto Rico. Each

is staffed by executives, appraisers, and attorneys who receive and answer the questions of applicants for loans and who subsequently examine the mortgaged property, investigate the eligibility of applicants, and complete the required transactions. After the loan is closed, these offices collect payments and carry on other servicing functions. A list of the regional, State, and district offices of the Corporation will be found on pages 414 and 415.

Receipt of Applications *Suspended.—The Corporation is not authorized to receive further applications for loans. However those applications which were filed on or before June 27, 1935, and of which final disposition has not been made, are being acted upon and up to June 13, 1936, the Corporation is authorized to close such loans.*

Eligibility of Property as Security for Loan.—To be eligible as security for a loan from the Home Owners' Loan Corporation, a property must: (a) Be occupied by the owner or held by him as a homestead; (b) have an appraised value not in excess of \$20,000; and (c) be a dwelling for not more than 4 families.

Property Not Occupied by the Owner.—A home not occupied by the owner may be eligible, but in such cases it must be shown beyond all reasonable doubt that the property is his bona fide home and that he is only temporarily absent.

Nonfarm Home Defined.—Loans made by the Corporation are made on properties used primarily for residential purposes. The Corporation ordinarily loans only on nonfarm homes, since loans on farms are made by the Farm Credit Administration.

Any home which is not on a farm and which is really used as a home by the owner is considered to be a nonfarm home. It may be in a city, town, or village, or it may even be far in the country, provided the property is used as a home.

Combination Home and Business Property.—Home property which is actually being used as a home may also be used for business purposes. It must be used in whole or in part by the owner as a home or held by him as a homestead. If it is predominantly business property the loan will not be made.

Property Acquired Since June 13, 1933.—Ordinarily, the Corporation will lend only on homes that were acquired by the present owners prior to June 13, 1933. Where the applicant acquired title to the property since June 13, 1933, it must be shown that he occupied it on that date as his home and that he either had some substantial interest in it directly or indirectly at that time, or has since acquired title by inheritance or by gift.

Chattels Ineligible as Security.—Furniture and other chattels may not be offered as security for a loan. Eligible security is

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limited strictly to * first liens on * improved real estate used by the owner as a home or held by him as his homestead.

Eligible Borrowers.—The Corporation lends only to:

(a) Home owners who are in involuntary default on their mortgage or other indebtedness secured by a loan and who are unable to save their homes from foreclosure either by effecting satisfactory arrangements with the holders of such debts or by procuring a loan from private sources to refinance the indebtedness.

(b) Persons who have lost their homes through foreclosure, * forced sale, or voluntary surrender * since January 1, 1930, and cannot raise funds elsewhere to finance the recovery of their former homes.

(c) Owners of unencumbered property who cannot procure, from other sources, funds to pay taxes or assessments and to provide for necessary repairs.

(d) Home owners who have already procured loans from the Corporation but desire further loans for the reconditioning of their homes.

Aliens * Eligible for Home Loans.*—Aliens are eligible for home loans in States in which the property is located where they can acquire, hold, and transfer real estate.

Organizations or Societies * Ineligible for Loans.*—By law the Corporation may lend to individual home owners but not to organizations. A loan, therefore, cannot be made on a church, parsonage, or fraternal organization home.

Eligible Indebtedness.—The Corporation may refinance only such indebtedness as was secured by mortgages or other liens that attached to the home property and were duly executed or recorded prior to June 13, 1933, * except that it may advance funds to pay insurance, taxes, and assessments which are due and to pay off indebtedness incurred by a home owner since that date for necessary repairs and maintenance of his home.*

Default Requirements.—* The Corporation ordinarily refinances mortgages only when the home owner was in involuntary default on June 13, 1933, with respect to the indebtedness on his home. A mortgage defaulted since that date is eligible only * if the home owner can show that the default resulted from economic conditions or misfortunes beyond his control.

Mortgage Holders.—The refinancing operations of the Corporation are not limited to mortgages held by lenders of any special class. The Corporation refinances all eligible mortgages whether they are held by banks, insurance companies, building and loan associations, mortgage companies, real estate firms, corporations, partnerships, trusts, estates, or individuals.

Loans for the Refinancing of Mortgages.—If a loan is granted for the purpose of refinancing defaulted mortgages, the Corporation endeavors to obtain the consent of the mortgage holders to accept bonds in exchange for their mortgages. In cases where the

holders of the mortgages agree to accept bonds, the Corporation can lend up to 80 percent of the appraised value of the home, but in no case more than \$14,000. After deducting an amount sufficient to pay taxes and assessments delinquent or due, to provide for necessary reconditioning, and, if the home owner cannot meet these expenses himself, to pay the cost of insurance, and the cost of procuring the loan, the balance is available to retire the indebtedness owing to the mortgage holders.

Refinancing of Second Mortgages.—If the holders of both first and second mortgages agree to accept bonds for their mortgages, bonds are issued to them at face value of the mortgages, provided that the two, plus advances for taxes, assessments, repairs, and incidentals, do not exceed 80 percent of the appraised property value as determined by the Corporation.* *The Corporation then converts both mortgages into a single mortgage on the home.

Mortgagee's Refusal to Accept Bonds.—Whenever the Corporation accepts an application for a loan to refinance a mortgage, it first endeavors to effect between the home owner and the holder of the mortgage some arrangement that will make it possible for the home owner to continue the original contract. If this effort is unsuccessful, the Corporation then endeavors to help the home owner refinance his indebtedness through the established mortgage lending institutions of the locality. Since bonds are offered in exchange for mortgages only when the holder of the mortgage is unwilling or unable to carry the indebtedness of the home owner any longer and when it is impossible to refinance the mortgage through the normal channels, a bond settlement is seldom refused.

The Corporation has no authority by which it can compel the holder of a mortgage to accept bonds. In cases where bonds are refused the Corporation may, however, if the loan needed does not exceed 40 percent of the appraised value of the property, refinance the indebtedness of the home owner by granting a cash loan.

Payment in Both Cash and Bonds to a Mortgagee.—If the amount of a mortgage or other lien exceeds 40 percent of the appraised value of a home but is less than 80 percent of such appraised value, the holder of the mortgage must take the entire amount in bonds. The holder of a mortgage cannot receive a settlement consisting of cash up to 40 percent of the appraised value of the home and bonds for the balance due him.

Loan from the Corporation Insufficient.—If a loan is not sufficient to satisfy the existing debts against the home, the Corporation may encourage creditors to reduce the amount due on their mortgages. Many creditors, rather than foreclose, will accept bonds in an amount less than the total due on their mortgages. In cases where the holder of a mortgage is unwilling to write it down, preferring to accept the Corporation's bonds in exchange for part of his debt and then take a second mortgage from the home owner in

the amount of the balance due, it is the policy of the Corporation not to refund a portion of the indebtedness unless the remainder of the debt is carried unsecured, or carried on a second mortgage giving the home owner a reasonable chance to meet his obligations.

Incidental Agreements Forbidden.—The Corporation will not refund any indebtedness where the home owner is required to pay the holder of a mortgage the difference between the interest rate on the original mortgage and the interest paid by the Home Owners' Loan Corporation bonds, to pay the difference between the par and market value of the bonds, or to enter into any similar agreement that involves his paying more than he justly owes. *To require the home owner to make any such payments is illegal and punishable by fine and imprisonment under Federal statutes.*

Recovery of Foreclosed Homes.—The Corporation may grant loans to finance the recovery of homes lost through foreclosure, *forced sale, or voluntary surrender* since January 1, 1930, if the property meets the requirements *b and c* in the paragraph on the eligibility of property. Ordinarily, the Corporation will assist none but a former owner to recover the home. If, however, he is deceased, and his rightful heirs were bona fide occupants of the home at the time it was lost, the Corporation may grant a loan in order that they may recover it.

When financing the recovery of a home the Corporation offers a bond settlement; *cash may be advanced only incidentally to the loan. In no case may the total amount advanced by the Corporation exceed either the amount invested in good faith in the property by the title holder or 80 percent of the appraised value of the home.*

Relief for Owners of Unmortgaged Homes.—When the owner *of an unmortgaged home* cannot raise funds from his own resources or borrow them from private sources, the Corporation may advance him a cash loan to pay taxes or assessments that are delinquent or due and to provide for the reconditioning of his home. Loans of this sort are limited to 50 percent of the appraised value of the property.

Repairs.—The Corporation requires that every home on which it holds a mortgage be in such a condition of repair that the property will be protected against serious deterioration and will constitute adequate security for a long-term loan. More extensive reconditioning than that necessary to place the home in sound repair is at the option of the home owner. When desired by the applicant, the Corporation will consider the advisability of financing the *rehabilitation, modernization, rebuilding, and* enlargement of the home. Home owners who have already received loans from the Corporation have the privilege of applying for a further loan for the reconditioning of their homes. The amount that the Corporation can lend to a home owner for reconditioning purposes is, how-

ever, limited by the requirements of the Home Owners' Loan Act, restricting the total amount that the Corporation may lend on any one home to a stipulated percentage of its appraised value. Moreover, the Corporation will finance reconditioning only when the expense is justified by the increased value of the home and when there is reasonable certainty that the borrower will be able to carry the additional obligation.

Security for Loans.—Loans granted by the Corporation are secured by the note of the home owner and by a mortgage or similar lien on the home. Ordinarily the entire indebtedness of the home owner to the Corporation is secured by a single first lien. In cases where a home owner who has already received a loan from the Corporation procures an additional advance to finance the reconditioning of his home, the reconditioning loan may be secured by an additional note and lien. This additional lien is, however, subordinate only to the first lien held by the Corporation.

Loan Procedure.—*To obtain a loan, a home owner must have applied to the Corporation not later than June 27, 1935.* In cases where there is a mortgage on the home, the Corporation first endeavors to arrange with the home owner and the holder of the mortgage for the continuance of the existing contract.

In all reasonable cases, before it considers granting a loan, the Corporation makes an effort to relieve the distress of the home owner by helping him procure the needed loan through the privately managed lending agencies of the locality. If it appears then that a loan from the Corporation is urgently needed and that the home owner is eligible, a character report is ordered.

If a mortgage is to be refinanced, the holder is asked to signify whether or not he will accept bonds in exchange for the mortgage security. A preliminary appraisal made by an employee of the Corporation and a detailed appraisal made by an independent fee appraiser follow. From the reports of these two appraisers the Corporation determines what final value it will assign the home. If repairs are necessary the Corporation assists the home owner in obtaining bids for this work. If the applicant desires the extensive reconditioning of his home, the Corporation considers the request and, if this appears advisable, assists the owner in procuring architectural advice and bids from contractors.

After the Corporation determines upon a final estimate of the value of the property, a title search is ordered. If all reports have been favorable, and if in cases where the mortgages are to be refinanced, satisfactory arrangements have been made with all creditors, the loan is closed. If a mortgage is to be refinanced, the bonds or cash are delivered to a bank or trust company designated by the holder of the mortgage as his agent.

Obligation to Creditors.—The filing of an application with the Corporation for assistance does not end the obligation of the home owner to his creditors. Payments to creditors must continue according to the ability of the home owner to pay until his obligation is assumed by the Corporation. Failure to attempt these payments may terminate further consideration of the case by the Corporation.

Fees Charged to Applicants.—No charge is made against the home owner for filing application or for preliminary appraisal. If the loan is granted, the home owner is charged legitimate fees for the detailed appraisal, the character report, and for legal services. Should the borrower be unable to pay these charges, they are advanced by the Corporation and included in the loan.

Ordinarily, when an application is rejected, the home owner is not required to pay the Corporation for any of the usual services connected with the investigation of his application. If, however, the home owner withdraws his application or if the application is rejected because of defect in title, the applicant is expected to reimburse the Corporation for all fee expenses incurred on his account.

Appraisal Method.—The appraisals made by the Corporation are based on the average of three factors: The market value at the time of appraisal; reproduction of the building at present building costs, less depreciation, plus the value of the lot; and the value of the premises as computed on the basis of the average monthly rental value of the property during the past 10 years.

Insurance Requirements.—The Corporation requires that every home on which it holds a mortgage be adequately protected by fire insurance. In certain regions windstorm insurance is also required. The home owner is *expected to provide for such insurance out of his own resources. If, however, he is unable to do this, the cost of insurance protection for a period not in excess of 3 years may be included in the loan. Subsequent lapse of payment by the home owner of his insurance premiums is considered by the Corporation to be sufficient grounds for declaring the loan in default. If the Corporation pays the premium in order to protect its interest, the advance may be added to the amount of the loan.*

Interest Rates Paid by Borrowers.—On bond loans, advanced for the purpose of refinancing mortgages or of assisting an owner to recover a home lost through foreclosure, the interest rate is 5 percent.

The interest rate on 50-percent cash loans to pay taxes and to provide for the reconditioning of unmortgaged homes is 5 percent.

When a mortgage is refinanced by a 40-percent cash loan, the borrower pays interest at the rate of 6 percent.

Repayment of Loans.—Loans, both by cash and by bonds, are payable in monthly installments sufficient in amount to repay both principal and interest in a period not to exceed 15 years. Where the situation demands, payments may be made quarterly, semiannually, or annually, by permission of the Board at Washington. Bills are

mailed to home owners 11 days in advance of payment dates. Payments may be made in person to any of the collection offices established by the Corporation for the convenience of the borrower, or may be mailed to the address designated in the notice, either in bonds of the Corporation or by postal money order, bank draft, or certified check, payable at par to the Home Owners' Loan Corporation. Loans may be retired as rapidly as the home owner desires, but retirement must be completed in 15 years.

Date of Payments.—Under the monthly payment plan, the first payment is due 1 month after the date of the loan, and subsequent payments on the corresponding day of each succeeding month. Payments under the quarterly plan fall due in January, April, July, and October, on the day corresponding to that upon which the loan was made. Semiannual payments fall due in March and September on the day of the month corresponding to that on which the loan was closed. Payments closed on the 31st day of a month, falling due in months that have but 30 days, are payable on the last day of the month in which they fall due.

Extensions Granted.—If payments become temporarily impossible, due to unemployment or other conditions beyond the control of the home owner, he may apply to the Corporation for an extension. After considering the application, the Corporation may, under certain limitations, grant an extension on the payment of interest or principal, or both.

Sale of Home.—An owner may sell his home after he has received a loan on it from the Home Owners' Loan Corporation provided the purchaser assumes the mortgage obligation, and provided also that the seller is not released from the responsibility for the repayment of the loan.

Delivery of Bonds.—The bonds are delivered by the Secretary of the Treasury as soon as possible after the loan has been closed. This ordinarily requires a week or ten days. Bonds will not be sent directly to the original mortgage holder, but must be delivered through a bank or trust company designated as his agent.

Kinds of Bonds Issued.—In making loans to home owners, the Corporation has issued *four* different kinds of bonds: 4-percent bonds due July 1, 1951, guaranteed unconditionally by the United States Government as to interest; 3-percent bonds, series A *of 1944-1952; * 2¾-percent bonds, series B *of 1939-49; and 2¼-percent bonds, series G of 1942-44. Series A, B, and G bonds are guaranteed unconditionally as to both principal and interest by the United States Government. The Corporation also has issued and sold for cash, or used for refunding purposes, four other series of bonds, namely, C, D, E, and F, all maturing on or before June 1, 1939. The 4-percent bonds outstanding were called, became payable, and ceased to bear interest on July 1, 1935.*

Security for Bonds.—All bonds issued by the Corporation are *not only guaranteed by the Government of the United States of America, but also are secured by all the assets of the Corporation, including the combined home mortgages offered as security for loans. The homes mortgaged have, in every instance, an appraised value at least 25 percent greater than the par value of the bonds given in exchange for the mortgages.*

Marketability of Bonds.—*Bonds of all issues may be purchased or sold in the open market at any time.*

Tax Exemptions of Bonds.—Bonds of all *issues are exempt both as to principal and interest from all Federal, State, and local taxation, with the exception of surtaxes, estate, inheritance, and gift taxes.*

***Denominations of Bonds.**—Bearer bonds with interest coupons attached, of Series A, B and G, are available in denominations of \$25, \$50, \$100, \$500, \$1,000, \$5,000, \$10,000, and \$100,000, and fully registered bonds are available in denominations of \$1,000, \$5,000, \$10,000, and \$100,000. Provision has been made for the interchange of bonds of different denominations and of coupon and registered bonds, and for the transfer of registered bonds without charge by the Corporation.*

Three Percent Bonds, Series A.—The 3-percent bonds, series A, are dated May 1, 1934, and mature on May 1, 1952. They are redeemable at the option of the Corporation on any interest-payment date on and after May 1, 1944, at par and accrued interest. Interest is paid semiannually on May 1 and November 1.*

Two and Three-quarter Percent Bonds, Series B.—The 2¾-percent bonds, series B, dated August 1, 1934, mature on August 1, 1949, *and are redeemable at the option of the Corporation on any interest payment day or days on or after August 1, 1939, at par and accrued interest.* Interest is paid semiannually on February 1 and August 1.

***Two and One-quarter Percent Bonds, Series G.**—The 2¼-percent bonds, series G, dated July 1, 1935, mature on July 1, 1944, and are redeemable at the option of the Corporation on any interest payment date or dates on or after July 1, 1942 at par and accrued interest. Interest is paid semiannually on January 1 and July 1.*

Resources of the Corporation.—The Corporation has capital stock *fully paid* for by the Secretary of the Treasury to a total of \$200,000,000 and may issue bonds in an aggregate amount not to exceed \$4,750,000,000. It may further increase its total bond issue, for the purpose of retiring its outstanding bonds, by an amount equal to the amount of the bonds it wishes to retire. No bonds may have a maturity date later than 1952. Proceeds from the sale of bonds to be used for reconditioning purposes must not exceed \$400,000,000.

Purposes Other than Loans to Home Owners for which the Resources of the Corporation are Available.—The Corporation may

purchase Federal Home Loan Bank bonds, debentures, notes, or consolidated Federal Home Loan Bank bonds or debentures. It may also purchase full-paid income shares of Federal savings and loan associations after the funds made available to the Secretary of the Treasury for such purpose have been exhausted. The Corporation is further authorized to purchase shares *and other securities* in institutions which are members of a Federal Home Loan Bank or whose accounts are insured by the Federal Savings and Loan Insurance Corporation. For these purposes there is set aside \$300,000,000 of the authorized bond issue of the Corporation. An additional \$100,000,000 of the Corporation's bond issue has been used for the purchase of stock in the Federal Savings and Loan Insurance Corporation.

**LIST OF REGIONAL, STATE, AUTONOMOUS, DISTRICT, DIVISION,
AND TERRITORIAL OFFICES OF THE HOME OWNERS' LOAN
CORPORATION**

ALABAMA: State office, Birmingham; district offices, Montgomery, Mobile, Birmingham.

ARIZONA: State office, Phoenix.

ARKANSAS: State office, Little Rock; district offices, Jonesboro, Little Rock, Fort Smith, Texarkana, Pine Bluff.

CALIFORNIA: Regional office, San Francisco; State office, Los Angeles; district offices, Los Angeles, San Francisco, Oakland, Sacramento, Fresno, San Diego, Autonomous office, San Francisco.¹

COLORADO: State office, Denver; district offices, *Colorado Springs, Pueblo.*

CONNECTICUT: State office, New Haven; district offices, New Haven, Waterbury, Hartford, New London, Norwalk.*

DELAWARE: State office, Wilmington.

DISTRICT OF COLUMBIA: H. O. L. C. Building, 101 Indiana Avenue NW., Washington, D. C.

FLORIDA: State office, Jacksonville; district offices, Jacksonville, Tampa, Miami, Orlando, Pensacola, Bartow, West Palm Beach.

GEORGIA: Regional office, Atlanta; State office, Atlanta; district offices, Atlanta, Savannah, Macon, Albany.

IDAHO: State office, Boise.

ILLINOIS: Regional office, Chicago; State office, Chicago, district offices, Chicago, Peoria, Rockford, Moline, *Champaign,* Springfield, *Mt. Vernon.*

INDIANA: State office, Indianapolis; district offices, Indianapolis, Terre Haute, Evansville, Fort Wayne, South Bend, Hammond.

IOWA: State office, Des Moines; district offices, Sioux City, Davenport, Dubuque.*

KANSAS: State office, Topeka; district offices, Chanute, Salina, Wichita, Topeka.

KENTUCKY: State office, Louisville; district offices, Paducah, Lexington, Covington, Louisville, Ashland.

LOUISIANA: State office, New Orleans; district offices, New Orleans, Shreveport, Baton Rouge, Lake Charles, Monroe, Alexandria.

MAINE: State office, Portland; *district offices, Bangor, Waterville.*

MARYLAND: Regional office, Baltimore; State office, Baltimore; district offices, Cumberland, Easton, Hyattsville, Towson.

MASSACHUSETTS: Regional office, Boston; State office, Boston; district offices, Springfield, Fall River, Lawrence, Worcester, *Boston.*

¹ Autonomous offices function completely as State offices.

MICHIGAN: Regional office, Detroit; State office, Detroit; district offices, Detroit, Battle Creek, Grand Rapids, Saginaw, Marquette.
 MINNESOTA: State office, St. Paul; district offices, *Duluth, Minneapolis.
 MISSISSIPPI: State office, Jackson; district offices, Greenwood, New Albany, Meridian, Hattiesburg, Jackson.
 MISSOURI: State office, St. Louis; district offices, St. Louis, Kansas City, Springfield, Moberly.
 MONTANA: State office, Great Falls.
 NEBRASKA: Regional office, Omaha; State office, *Omaha*; district offices, Omaha, Lincoln, Norfolk, Scottsbluff, Grand Island.
 NEVADA: State office, Reno.
 NEW HAMPSHIRE: State office, Manchester.
 NEW JERSEY: State office, Newark; district offices, Newark, Jersey City, Camden, Hackensack, Atlantic City, New Brunswick.
 NEW MEXICO: State office, Albuquerque.
 NEW YORK: Regional office, New York City; State office, New York City; autonomous offices, White Plains, Buffalo, Rochester, Albany, Syracuse¹; district office, New York City.
 NORTH CAROLINA: State office, Salisbury; district offices, Raleigh, Asheville, Greenville, Charlotte, Greensboro.
 NORTH DAKOTA: State office, Fargo.*
 OHIO: Regional office, Cincinnati; State office, Columbus; district offices, Columbus, Akron, Cincinnati, Cleveland, Toledo.
 OKLAHOMA: State office, Oklahoma City; district offices, Tulsa, Oklahoma City.
 OREGON: State office, Portland.
 PENNSYLVANIA: State office, Philadelphia; district offices, Philadelphia, Harrisburg, Scranton, Pittsburgh, Erie, Johnstown; branch State Office, Pittsburgh.
 RHODE ISLAND: State office, Providence; district offices, Newport and Westerly.
 SOUTH CAROLINA: State office, Columbia; district offices, Columbia, Spartanburg, Greenville, Charleston.
 SOUTH DAKOTA: State office, Sioux Falls.
 TENNESSEE: Regional office, Memphis; State office, Nashville; district offices, Nashville, Memphis, Chattanooga, Knoxville, Johnson City.
 TEXAS: Regional office, Dallas; Texas division no. 1, Dallas; district office, Amarillo; Texas division no. 2, Houston; Texas division no. 3, San Antonio; district office El Paso.
 UTAH: State office, Salt Lake City; district offices, Ogden, Provo.
 VERMONT: State office, Rutland.
 VIRGINIA: State office, Richmond; district offices, Richmond, Lynchburg.
 WASHINGTON: State office, Seattle; district offices, Spokane, Tacoma, Seattle.
 WEST VIRGINIA: State office, Charleston; district offices, Charleston, Bluefield, Huntington, Martinsburg, Wheeling.
 WISCONSIN: State office, Madison; district offices, Milwaukee, Eau Claire, Wausau, Oshkosh, Madison.
 WYOMING: State office, Casper; branch office, Cheyenne.
 HAWAII: Territorial office, Honolulu.
 PUERTO RICO: Territorial office, San Juan.

Approved.

JOHN H. FAHEY,
Chairman.
 HORACE RUSSELL,
General Counsel.

¹ Autonomous offices function completely as State offices.
 (12-24-35)





SAVINGS AND LOAN DIVISION

(Federal Home Loan Bank Board)

BOARD OF DIRECTORS

JOHN H. FAHEY, *Chairman*; T. D. WEBB, *Vice Chairman*; WILLIAM F. STEVENSON, FRED W. CATLETT, and H. E. HOAGLAND; ROBERT L. NAGLE, *Secretary to the Board*; ORMOND E. LOOMIS, *Executive Assistant to the Chairman*; JOHN M. HAGER, *Executive Assistant to the Chairman*; JOHN W. CHILDRESS, *Assistant to the Chairman*

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Information, Room 7500, New Post Office Building, Twelfth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, NAtional 5812, Branch 138

Creation and Authority.—*The Savings and Loan Division was created by the Federal Home Loan Bank Board to perform the functions described in sections 4 (n) and 6 of the Home Owners' Loan Act of 1933, as amended by an Act of Congress approved April 27, 1934 (Public, No. 178, 73rd Cong.), and by an Act of Congress approved May 28, 1935 (Public, No. 76, 74th Cong.).*

Purpose.—*The Savings and Loan Division serves the general purpose of promoting, rehabilitating, reorganizing, and developing local thrift and home-financing institutions. It cooperates with local citizens in organizing Federal savings and loan associations in communities that are not adequately served by home-financing institutions already in existence. In connection with the Home Owners' Loan Corporation share investment program, the Savings and Loan Division performs services on applications from Federal savings and loan associations, and from institutions which are members of a Federal home loan bank, or are insured by the Federal Savings and Loan Insurance Corporation. It also provides services in the field on applications for the insurance of share accounts by the Federal Savings and Loan Insurance Corporation. After a Federal savings and loan association has been organized, the association is supervised through the Federal Home Loan Bank System.*

Organization.—The Savings and Loan *Division* operates under the supervision and direction of the Federal Home Loan Bank Board. The *Division* comprises an office located at Washington, and field organizers and agents located in each of the Federal Home Loan Bank districts.

Outstanding Features of a Federal Savings and Loan Association.—A Federal savings and loan association is a local, mutual, thrift, and home-financing institution, operating under the supervision of the Federal Home Loan Bank Board on a plan similar to that of the building and loan association and mutual savings bank, and organized for the purpose of providing in the community where it is located an opportunity for safe investment and an economical home-mortgage credit. The United States Government sponsors these associations, and through the purchase of shares, contributes a considerable portion of their operating capital. Each Association operates under a charter issued by the Federal Home Loan Bank Board and in conformity with bylaws and regulations approved by the Board.

Management of a Federal Savings and Loan Association.—A Federal savings and loan association is owned locally by the members of the community who hold its shares and is operated cooperatively. All investors share in the business in proportion to their investments. The directors, who are responsible citizens, serve without compensation; the management is in the hands of experienced local executives.

Plan of Organization of a Federal Savings and Loan Association.—The typical organization of a Federal savings and loan association includes a board of directors, an executive committee, a president, vice president, attorney, secretary, treasurer, and appraiser.

Investment of Savings in a Federal Savings and Loan Association.—There are four kinds of shares that the private investor may buy: (a) Installment thrift shares, (b) optional savings shares, (c) prepaid shares, and (d) full paid income shares.

Par Value of Shares Issued by a Federal Savings and Loan Association.—Each share of every kind has a par value of \$100.

Installment Thrift Shares.—An installment thrift share is one that is purchased by regular payments of 50 cents a month for each \$100 share until the payments and dividends on payments together amount to \$100. A saver can buy any number of shares he desires to subscribe to and is able to pay for. Thus, the association serves both the small saver and the large investor. When the shares are fully paid a bonus equal to 1 percent per annum on credit balances is paid to those installment thrift shareholders who have made their payments regularly.

Optional Savings Shares.—An optional savings share is one on which payments may be made at any time and in any amount until par value is reached through payments and dividends on payments.

Prepaid Shares.—Prepaid shares are issued on the payment of a lump sum which will be permitted to remain with the association until the dividends declared bring the value of the shares to par.

Full Paid Income Shares.—Full paid income shares are issued

upon payment in full of the par value of the shares, dividends on such shares being paid to the investor.

Repurchase of Shares.—No deposits for withdrawal are accepted. The shareholder can obtain cash by reselling his shares to the association *pursuant to the provisions of the charter.*

Shares as Security for Loans.—A Federal savings and loan association may lend to a shareholder up to 75 percent of the amount credited on his shares, provided that no repurchase applications have been on file with the association for more than 30 days.

Rate of Dividends Paid Shareholders.—The dividend rate depends upon the association's earnings, which will vary at different times and in different parts of the country. The rate in similar institutions in the past has usually ranged between *3 and 5* percent.

Investment of Association Assets.—Most of the assets are loaned, in amounts of \$20,000 or less for each loan, on first-mortgage liens on homes or combinations of home and business properties located within 50 miles of the association's office. However, up to 15 percent of the assets of the association may be loaned on first mortgage liens on other improved real estate located beyond the 50-mile limit. Funds may also be invested in Government obligations and in the stock and bonds of Federal home-loan banks.

Lending Area.—A Federal savings and loan association may lend only on property located within 50 miles of its office, with the exceptions that up to 15 percent of its loans may be on property outside this area, and that any association which is converted from a State-chartered institution may continue to make loans in the territory in which it had made loans while operating under State charter without regard to the 15 percent limitation.

Limit of Loans on Individual Property.—An Association may loan up to 75 percent of the appraised value of a home or combination home and business property, and up to 50 percent of the value of any other kind of improved real estate.

Loans to Directors, Officers, and Employees.—A Federal savings and loan association cannot lend to its own directors, officers, and employees except on bona fide home loans and under exactly the same regulations as govern the granting of loans to other borrowers.

Repayment of Loans.—Loans are repaid in monthly installments sufficient in amount to retire the debt in the agreed period which cannot be less than 5, nor more than 20 years.

Membership in the Federal Home Loan Bank System.—Automatically, upon subscription for the required amount of stock of the regional bank, a Federal savings and loan association becomes a member of and may borrow from the Federal home-loan bank of the district in which it is located.

Maximum Amount an Association May Borrow.—A Federal savings and loan association cannot borrow in excess of 35 percent of the total amount paid in by its shareholders. It may borrow up

to this amount from the Federal home-loan bank of which it is a member and it may borrow from other sources up to 10 percent of the amount which the shareholders have paid in, provided that the total amount borrowed from all sources does not exceed 35 percent of the amount paid in by the shareholders.

Tax Exemptions of Federal Savings and Loan Associations.—The capital, reserves, surplus, loans and income, and franchises of Federal savings and loan associations are wholly free from all Federal taxes and are subject to no State, county, or local taxes higher than those levied on other similar local, mutual, or cooperative thrift and home-financing institutions. Shares of these associations are exempt both as to value and income from all Federal taxes except surtaxes, estate, gift, and inheritance taxes.

Federal Savings and Loan Associations as Agents.—When designated for that purpose by the Secretary of the Treasury any Federal savings and loan association may act as fiscal agent of the United States Government; any instrumentality of the Federal Government may employ any Federal savings and loan association as its agent.

Maximum Amount of Government Funds Available for the Purchase of Shares.—The total amount invested by the Treasury and the Home Owners' Loan Corporation together in any one association may be as much as 75 percent of the total amount invested both by the Government and other shareholders. Congress originally authorized the Treasury to use \$100,000,000 for the purchase of shares of Federal savings and loan associations and actually appropriated \$50,000,000 of this amount for this purpose. *Treasury appropriations for this purpose have now been exhausted.* By later legislation the Home Owners' Loan Corporation is authorized to purchase full-paid income shares of Federal savings and loan associations, as well as shares and other securities of State-chartered member institutions of the Federal Home Loan Bank System and State-chartered institutions insured by the Federal Savings and Loan Insurance Corporation. The Home Owners' Loan Corporation has authority to use its bonds to the amount of \$300,000,000 for these and other purposes.

Repurchase of Shares Held by the Government.—Five years after the Treasury *has purchased* preferred shares, the association must begin to set aside one-third of the receipts from the investing and borrowing shareholders to retire the preferred shares. Upon the request of the Federal Home Loan Bank Board, the association will repurchase the full paid income shares purchased by the Government. However, no request may be made for a period of 5 years from the date of purchase, nor shall an association be requested in any one year to repurchase more than 10 percent of the total of full paid income shares held by the Government. *If an association wishes to retire shares held by the Government at an earlier date, repurchase may be arranged upon the execution of the proper forms and compliance with the rules for such repurchase.*

Supervision of Federal Savings and Loan Associations.—Federal savings and loan associations are supervised by the Federal *home loan banks* in accordance with the regulations of the Federal Home Loan Bank Board. These regulations, among other things, require an outside audit once a year and an official examination once a year to see that the associations are properly conducted and conform to the regulations.

Insurance of Savings.—Each Federal savings and loan association is required to insure, with the Federal Savings and Loan Insurance Corporation, the accounts of its shareholders. The shares held by each investor are to be insured up to their full repurchasable value, except that shares held by any one investor in any one association cannot be insured for an aggregate amount of more than \$5,000.

Method by Which the Savings and Loan Division Assists in the Organization of Federal Savings and Loan Associations.—Field representatives under the direction of the Savings and Loan Division and other representatives under the direction of the 12 Federal Home Loan Banks are surveying the needs of communities throughout the United States and assisting the local business men and civic leaders to organize Federal savings and loan associations in places where existing facilities are inadequate and associations are needed. Of the 3,071 counties in the United States, 1,566 had no institutions for local thrift and home financing *in 1933.* This *has been* the chief field for Federal savings and loan associations. In addition to assisting in the organization of new associations in communities where existing facilities are inadequate, *the Savings and Loan Division also performs fieldwork in connection with the filing of applications by eligible home-financing institutions already in existence for conversion into Federal savings and loan associations. It also cooperates in the rehabilitation and reorganization of associations so as to enable them to qualify for membership in the Bank System or for conversion or for the sale of shares to the Home Owners' Loan Corporation.*

Method Used in Determining Whether Existing Facilities Are Inadequate.—A survey is made of the local mortgage situation from the point of view of demand for credit and supply of monthly payment mortgage money. If the supply of long-term monthly amortized mortgage funds is found to be insufficient to meet the needs, a Federal savings and loan association may be started.

Conditions Under Which Charters Are Granted for the Organization of New Associations.—Charters will be granted only on the following conditions:

(a) If the application is made by persons of good character and responsibility.

(b) If there is a necessity for such an institution in the community to be served.

(c) If there is a reasonable probability of its usefulness and success.

(d) If it can be established without undue injury to properly conducted existing local thrift and home-financing institutions.

Application for Permission to Organize a Federal Savings and Loan Association.—The application form can be obtained on request from any Federal home loan bank. Five responsible citizens of the community must sign this application.

Organization Committee.—Those who applied for the charter should then form an organizing committee. They become the officers of the association until successors are elected. The campaign for subscriptions to shares then begins. Shares can be sold by calling attention to this facility for safe investment combined with sound community service; this can be accomplished by advertising, a public luncheon, mass meetings, and personal calls.

Minimum Requirements as to Stock Subscriptions.—The number of subscribers and the amount of subscription required before a charter will be granted depend upon the size of the community. In cities of 100,000 or more inhabitants the minimum is 50 subscribers subscribing to at least \$75,000 par value of shares and agreeing to pay in cash, on the granting of a charter, at least \$7,500. In smaller places the amount required is smaller, but in no case is the minimum capital less than \$25,000, of which \$2,500 must be paid in. When the necessary amount of stock has been subscribed for and purchased, the organizers apply for a charter on exhibit D.

Final Steps in the Organization of a New Federal Savings and Loan Association.—Five days after the charter is received the shareholders should hold their first meeting and elect directors. At the same time, if possible, the directors should elect the officers of the association. After fidelity bonds have been secured, the association is ready to make loans on homes and perform its other duties.

Precautions Taken to Prevent Injurious Competition With Existing Institutions.—Charters are granted only when: (a) Present facilities are inadequate; (b) an existing building and loan association wishes to convert to a Federal charter; (c) a new Federal savings and loan association is formed for the purpose of more adequately serving the community or for merging several existing institutions. In any one of these situations, obviously no harm is done to existing organizations.

Conversion of Existing Institutions into Federal Savings and Loan Associations.—Upon the vote of 51 percent or more of the votes cast at a legal meeting called to consider conversion, and, as a matter of Board policy, upon compliance with the State laws, if any, any eligible institution which is a member of the Federal Home Loan Bank System may, after receiving the approval of the Federal Home Loan Bank Board in Washington, convert itself into a Federal savings and loan association.

Reasons for Conversion.—There are several reasons which prompt existing building and loan associations to convert into Federal associations under Federal charters: (*a*) To secure the prestige of Federal supervision and examination; (*b*) to obtain added flexibility of payments for the convenience of savers; (*c*) to obtain the advantages of the uniform regulations, accounting methods, loaning principles, types of shares, and repurchase provisions available under the Federal charter; and (*d*) when the savings of the community are insufficient to meet its need for home-mortgage credit, to procure additional funds by issuing shares to the United States Government.

Title of a Federal Savings and Loan Association.—The words "Federal Savings and Loan Association" must be included in the title of every Federal savings and loan association and may not appear in the titles of other institutions. The Federal status of any thrift and home-financing institution can, therefore, always be recognized from its title.

Approved.

JOHN H. FAHEY,
Chairman.
HORACE RUSSELL,
General Counsel.

Research for a University.—There are several reasons which prevent extending within a certain time to conduct the preliminary research for the Federal Government. (a) The research is of a general nature and is not confined to a specific field. (b) The research is of a general nature and is not confined to a specific field. (c) The research is of a general nature and is not confined to a specific field. (d) The research is of a general nature and is not confined to a specific field. (e) The research is of a general nature and is not confined to a specific field. (f) The research is of a general nature and is not confined to a specific field. (g) The research is of a general nature and is not confined to a specific field. (h) The research is of a general nature and is not confined to a specific field. (i) The research is of a general nature and is not confined to a specific field. (j) The research is of a general nature and is not confined to a specific field. (k) The research is of a general nature and is not confined to a specific field. (l) The research is of a general nature and is not confined to a specific field. (m) The research is of a general nature and is not confined to a specific field. (n) The research is of a general nature and is not confined to a specific field. (o) The research is of a general nature and is not confined to a specific field. (p) The research is of a general nature and is not confined to a specific field. (q) The research is of a general nature and is not confined to a specific field. (r) The research is of a general nature and is not confined to a specific field. (s) The research is of a general nature and is not confined to a specific field. (t) The research is of a general nature and is not confined to a specific field. (u) The research is of a general nature and is not confined to a specific field. (v) The research is of a general nature and is not confined to a specific field. (w) The research is of a general nature and is not confined to a specific field. (x) The research is of a general nature and is not confined to a specific field. (y) The research is of a general nature and is not confined to a specific field. (z) The research is of a general nature and is not confined to a specific field.

Approved:

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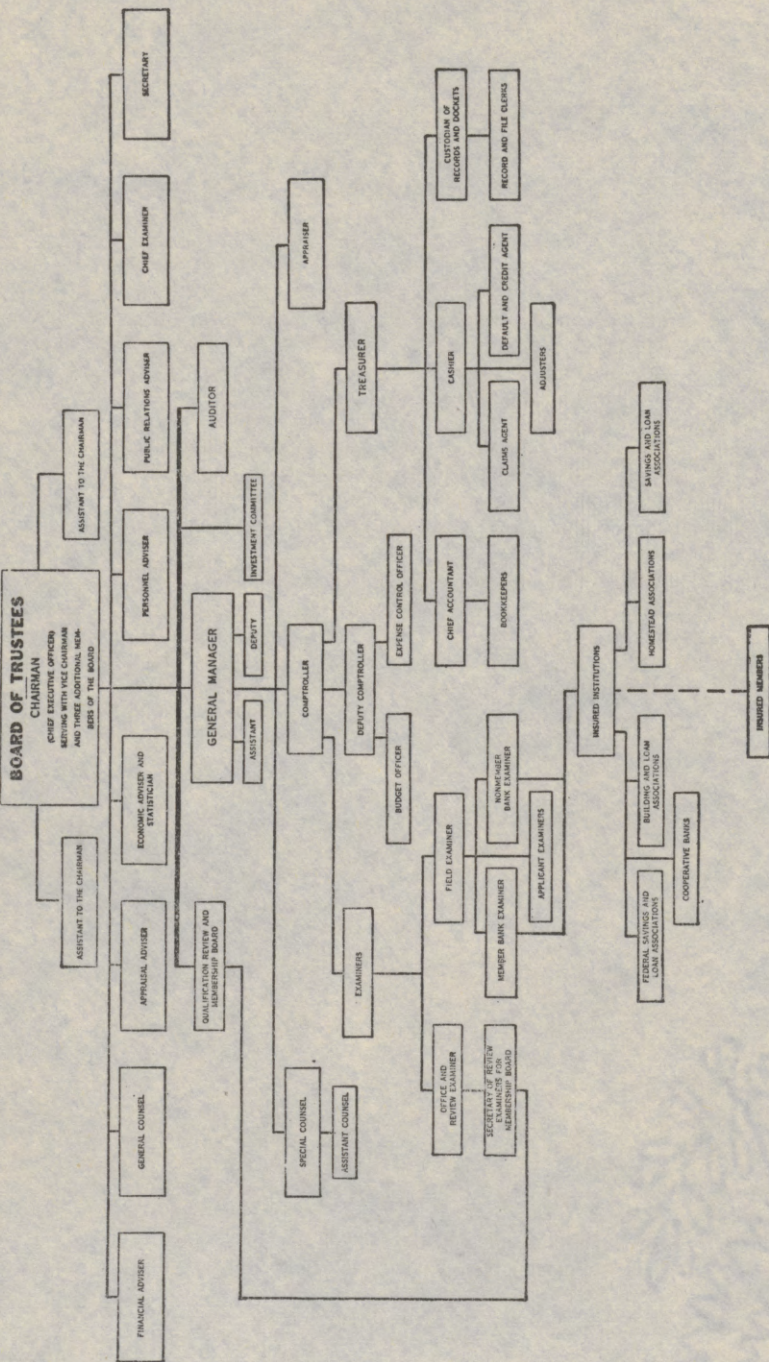
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FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION



FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION

(Federal Home Loan Bank Board)

TRUSTEES

JOHN H. FAHEY, *Chairman*; T. D. WEBB, *Vice Chairman*; FRED W. CATLETT, WILLIAM F. STEVENSON, and H. E. HOAGLAND; ROBERT L. NAGLE, *Secretary to the Trustees*; ORMOND E. LOOMIS, *Executive Assistant to the Chairman*; JOHN M. HAGER, *Executive Assistant to the Chairman*; JOHN W. CHILDRRESS, *Assistant to the Chairman*

OFFICERS

NUGENT FALLON, *General Manager*; HORACE RUSSELL, *General Counsel*; JOHN BYRNS, *Treasurer*; * EMORY J. WOODALL, *Associate General Counsel* *

Information, Room 7500, New Post Office Building, Twelfth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone, National 5812, Branch 138

Creation and Authority.—The Federal Savings and Loan Insurance Corporation is a permanent organization created under title IV of the National Housing Act (Pub. 479, 73d Cong.), approved June 27, 1934. The original legislation was modified by Public, No. 76, Seventy-fourth Congress, approved May 28, 1935.

Purpose.—The Corporation was created to insure the safety of accounts of investors and depositors in thrift and home-financing institutions.

Organization.—The Federal Savings and Loan Insurance Corporation operates under a board of trustees composed of the five members of the Federal Home Loan Bank Board. Its organization comprises an office in Washington which functions through regional home loan banks.

ACTIVITIES

Protection Afforded by the Corporation.—The Federal Savings and Loan Insurance Corporation insures the safety of accounts—that is, it protects the members of an insured institution against only such losses as they would otherwise sustain in case the institution should be liquidated under a receiver, conservator, or other legal custodian, or in general, in the event of the default of the institution.

It is not the function of the Corporation to assure members of an insured institution that they will receive any specified return on their investments nor that their securities will be readily convertible into cash.

Insurance is Not a Governmental Guarantee.—Insurance with the Federal Savings and Loan Insurance Corporation does not constitute a governmental guarantee. The accounts of an institution are, however, insured on the soundest of plans by an agency of the United States Government. The capital stock of the Federal Savings and Loan Insurance Corporation and the premiums paid to it by insured institutions are available to indemnify the insured members of an insured institution in default.

Definition of Defaulted Institution.—An institution is said to be in default when, for the purpose of liquidation, it is placed under a receiver, conservator, or other legal custodian by a court of competent jurisdiction or other public authority.

Settlement Offered to Members in the Event of the Default of an Insured Institution.—On surrender and transfer to the Corporation of the insured account the investor or depositor has the right to select either (a) a new insured account of equal amount in an insured institution which is not in default; or (b) reimbursement of 10 percent of his insured account in cash, 45 percent in noninterest-bearing debentures of the Corporation due 1 year from the date of default, and 45 percent in similar debentures due 3 years from the date of default.

Insurance Protection Available Only Upon Application by Eligible Institutions—Not Upon Application of Separate Members.—The Federal Savings and Loan Insurance Corporation can consider only such applications for insurance as are presented by an eligible financial institution for the protection of all its insurable accounts. The Corporation cannot insure separately the accounts of any particular member.

Classes of Institutions Eligible to Apply for Insurance.—The Corporation has authority to insure the accounts of Federal savings and loan associations, building and loan associations, savings and loan associations, homestead associations, and cooperative banks. Federal savings and loan associations are required to insure their accounts. Insurance is optional for other eligible institutions.

Kinds of Accounts Insurable.—The Corporation insures repurchasable (withdrawable) accounts only.

Insurability of Accounts Held by Partnerships, Associations, and Corporations.—If an institution is insured, all members that hold repurchasable (withdrawable) accounts are protected, whether the member be an individual, partnership, association, or corporation.

Amount for Which the Accounts of a Member of an Insured Institution are Protected.—Each member of an institution is insured up to the full repurchasable (withdrawable) value of his total investment in the institution or up to \$5,000, whichever is less.

Cost of Insurance to Members of an Insured Institution.—The costs of insurance are borne directly by the institution. There are no direct charges to the members of an insured institution.

Amount of Annual Premiums.—A regular annual premium of one-eighth of 1 percent of the aggregate of all accounts held by insured members plus all creditor obligations of the institution is paid each year until the Corporation has accumulated a reserve fund equal to 5 percent of all insured accounts and creditor obligations of all insured institutions.

For the first year of operation there will be no additional assessments. After the first year, additional assessments, if any, must not exceed in any one year an additional one-eighth of 1 percent, making the maximum cost possible in any one year one-fourth of 1 percent of the aggregate of all accounts held by insured members plus all creditor obligations of the insured institution.

Amount of Additional Assessments.—The amounts, frequency, and times of additional assessments cannot be predicted, since they will depend on the Corporation's future experience.

Suspension of Premium Payments.—Premiums are used to defray the operating expenses of the Corporation, to cover losses resulting from the defaults of insured institutions and to create a reserve fund. Whenever this reserve fund equals 5 percent of the total amount of the insured accounts and creditor obligations of all insured institutions, the regular annual premiums will be suspended. If, however, the reserve fund at any time falls below this amount, premiums will be resumed until the deficiency is made up.

Payment Dates of the Regular Annual Premium.—Half of the first annual premium is due and payable when the application for insurance is approved. The other half will be due and payable 6 months later. Thereafter annual premiums may be paid in two equal installments, the first at the beginning of the insurance year of each insured institution and the second 6 months later.

Admission Fees.—*In fairness to the interests of those institutions that have contributed to the Corporation's reserve fund, institutions that become insured are required to pay an equitable admission fee based on the reserve fund of the Corporation.*

Time for Filing Applications for Insurance.—*Federal savings and loan associations must apply for insurance immediately after they are chartered and organized. Other eligible institutions may apply at any time.*

Procedure to Be Followed in Applying for Insurance.—The blank forms of application for information will be supplied by the Federal home loan bank of the district in which the applicant is

located. Two different forms of application have been provided, one for the use of the Federal savings and loan associations and State-chartered associations which are applicants for conversion, the other for the use of all other State-chartered associations.

The institution seeking insurance requests the Corporation for a supply of the appropriate forms to be used in filing application. After the forms have been executed, and after a meeting of the board of directors of the applicant institution or a special meeting of its members has authorized the application, the forms and other supporting statements are submitted to the Federal Savings and Loan Insurance Corporation for consideration.

Investigation of the Application.—After inspection of the application forms, the Corporation may approve the applicant without further examination and notify the institution to this effect. If it is decided that further examination is necessary before the eligibility of the institution can be determined, the institution is so notified.

The institution then has the option of withdrawing its application or of requesting such examination or appraisal, or both, as the Corporation may deem necessary to determine its eligibility. The cost of the investigation, as computed by the Comptroller of the Federal Home Loan Bank Board, is paid by the institution. If an application is approved, the institution is promptly notified.

Authority of Decision Concerning Applications for Insurance.—The Corporation has the exclusive right of determining whether or not an institution qualifies for insurance.

Certificate of Insurance.—After receiving notice that its application has been approved, the institution forwards the initial installment of its annual premium to the Corporation. Upon receipt of this payment the Corporation issues the applicant a certificate stating that its accounts are insured.

Effective Date of Insurance.—The insurance becomes effective *when the certificate of insurance is issued.*

Reports Required of Insured Institutions.—Each insured institution must report* semiannually to the Corporation upon forms provided by the Board.

Examinations of Insured Institutions.—At least annually each insured institution shall be examined or audited, or both, by the Corporation, the cost of the investigation to be paid by the institution. Instead of conducting an examination itself, the Corporation may accept any examination made by a public regulatory authority or any independent audit made by qualified auditors, satisfactory to the Corporation. If an insured institution is not audited at least annually, the examination of the institution by the Corporation will include a complete audit. A copy of any such audit of an insured institution must be filed promptly with the Corporation.

The Corporation must also be allowed access to all information at the disposal of an institution which relates to any examination made of it by any public regulatory authority. The requirement that Federal savings and loan associations be examined at least annually * both by the Federal Home Loan Bank Board and * by the Corporation will be served by a single examination.

Supervision and Regulation by the Corporation of the Policies and Practices of Insured Institutions.—For its own protection and for the protection of the institutions it insures, the Corporation requires the following:

(a) Sales practices and the advertising of each insured institution must be subject to the approval of the Corporation and conform to its regulations.

(b) All forms of securities issued by each insured institution and all contracts or bylaws affecting its securities must comply with the regulations of and must be submitted for the approval of the Corporation.

(c) * If an insured institution issues securities providing for a definite maturity or a definite rate of return, the issuance of such securities must conform to the Corporation's regulations.*

(d) An insured institution before making loans in territory situated more than 50 miles from its principal office, unless it operated in that territory on June 27, 1934, must first secure the written approval of the Corporation; in lending on properties located more than 50 miles from its main office, an insured institution must comply with the regulations of the Corporation.

(e) Each institution must provide for the creation of a Federal insurance reserve account.

(f) All officers or employees having control over or access to the funds or securities of an insured institution must be covered either individually by fidelity bonds or collectively by a blanket bond.

Requirements of the Corporation Concerning the Sales Practices and Advertising of Insured Institutions.—Every institution using salesmen, sales agencies, surplus certificates, or other sales plans must submit, with its application, full details of its sales practices for approval by the Corporation.

Sales commissions must conform to the laws under which the institution operates but may not exceed 2 percent of the par or maturity values of the securities sold. Except in the case of full-paid shares, no commission in excess of \$25 may be charged to any one member. Sales commissions must be collected by the institution and paid by it to the salesman.

The amount of all membership, repurchase, and withdrawal fees for each account must be stated in dollars in the application blank, the passbook, certificate, and on the membership account books. No institution is allowed to misrepresent, in any respect, its services, contracts, investments, or financial condition.

Approved Method of Advertising that Accounts are Insured with the Federal Savings and Loan Insurance Corporation.—Institutions may advertise their insured status in the following words: "The safety of your investment insured up to \$5,000 by the Federal Savings and Loan Insurance Corporation."

Requirements of the Corporation Governing Forms of Securities Issued by Insured Institutions.—At the time it presents its application for insurance, every institution except Federal savings and loan associations must submit for approval by the Corporation copies of all forms of securities outstanding and copies of all bylaws, and of all forms of contract between the institution and its members that affect its securities. In the future no form of security may be issued, and no form of contract or bylaw affecting its securities may be executed or enacted by an insured institution without written approval from the Corporation. All future certificates, passbooks, or other instruments certifying investment issued by an insured institution must include a complete and understandable statement of the features of the investment. Securities may be sold by the holder, but such sales must be recorded on the books of the insured institution if the account is to be protected by the Corporation.

Regulations Governing the Issuance by Insured Institutions of Securities Having a Definite Rate of Return or a Definite Maturity.—No institution is denied the benefits of insurance simply because it has contracted for a definite rate of return or a definite maturity on certain outstanding securities. However, the Corporation will ordinarily not approve the future issuance of securities having a definite rate of return or a definite maturity except under certain definite conditions.

Issuance of Demand Securities by Insured Institutions Prohibited.—No insured institution may either issue any demand securities or advertise or represent that it will pay the holders of its securities on demand.

Regulations Governing the Granting of Collateral Loans other than Those Secured by Real Estate.—The Corporation requires merely that loans, other than those secured by real estate, be written in accordance with the laws of the institution's charter and bylaws, and the laws of the public authority under which it operates, and that such loans be made as at the principal office of the insured institution.

Lending Areas of Insured Institutions.—Each institution that operated on June 27, 1934, in territory located more than 50 miles from its main office must file with the Corporation, at the time it applies for insurance, complete information concerning:

- (a) The territory in which it operated at that time;
- (b) The number and amount of its loans secured by property not more than 50 miles from its main office; and
- (c) Its method and procedure of handling these loans.

Approval of the application by the Corporation signifies that the insured institution may continue to write loans on properties within this territory.

Before an insured institution can lend in territory located more than 50 miles from its main office and also outside of the territory it served on June 27, 1934, it must secure the specific written approval of the Corporation. Such approval will be granted only when the Corporation is assured that the area in which loan approval is sought is without adequate home-financing facilities and that the institution is adequately equipped to service these loans.

Regulations Governing the Granting of Loans on Properties Located More than 50 Miles from the Main Office of the Insured Institution.—Except for the fact that 15 percent of the assets of an insured institution may be loaned on other types of real estate and may be invested in loans of a larger amount, all loans written by an insured institution must be secured by home and business property and the amount loaned on any one property may not exceed \$20,000. All loans secured by property located more than 50 miles from the main office of the insured institution must meet the following further requirements:

- (a) Each loan must be secured by a first lien;
- (b) The property must be appraised in person by an officer or director of the insured institution and also by an appraiser living in the community where the property is located;
- (c) The signed appraisal report of these appraisers must be approved by the board of directors or the loan committee of the insured institution before the loan is granted and be kept, as approved, in the records of the institution;
- (d) * The amount of the loan on a home or combination home and business property must not exceed 60 percent of the appraised value except that, where ability to service the loan is shown, the Board of Trustees may authorize loans up to $66\frac{2}{3}$ percent in certain specified areas; loans secured by other improved real estate may not exceed 50 percent; and *
- (e) If the loan becomes seriously delinquent, the real estate securing the loan must be inspected and appraised at least annually by an officer or director of the insured institution, and his report, submitted in writing to the board of directors of the institution, must be kept in the records.

Requirements of Insured Institutions for the Creation of a Federal Insurance Reserve Account.—Until this reserve equals 5 percent of the aggregate of all its insured accounts, each insured institution must, during each fiscal year, credit to a Federal insurance reserve an amount equal at least to one-* fourth * of 1 percent of the aggregate of its insured accounts. Any existing reserve account which has been irrevocably established for the sole purpose of absorbing losses may, upon the written approval of the Corporation, be designated as the Federal insurance reserve account.

Whenever the net credits to the reserve account equal 5 percent of the aggregate of the insured accounts of the institution, further annual credits may be suspended. If, however, at any subsequent time, the net credits fall below this 5-percent amount, annual credits must be resumed until the required reserve fund is restored. If charges to a Federal insurance reserve leave a net credit less than 5 percent of all insured accounts of the institution, the amount so charged or the amount necessary to restore the reserve to the required 5-percent amount, whichever is smaller, must be credited to the Federal insurance reserve account, in addition to the regular annual increments, before any dividend can be paid on the stock of the institution * unless the written approval of the Corporation is given for the payment of such dividends.*

Authority of the Corporation to Terminate the Insurance of an Insured Institution.—The Federal Savings and Loan Insurance Corporation may terminate the insurance of an insured institution, but only after a hearing has been granted and it has been definitely established that the institution has violated some provision of title IV of the National Housing Act or some regulation of or agreement with the Corporation. If the insured status of the institution is thus terminated, accounts insured at the time of termination will continue to be insured for 5 years, and premiums must be paid by the institution during that period. It will be unlawful, however, for the institution to advertise itself as an insured institution.

Procedure when Insurance is Terminated on the Initiative of the Insured Institution.—Each insured member of the institution is mailed at least 30 days' notice of the time and place of the meeting called to consider the termination of insurance. Upon a majority vote of the shareholders entitled to vote or upon a majority vote of the Board of Directors or a similar governing body, the Federal Savings and Loan Insurance Corporation is given 90 days' written notice of the intention of the institution to terminate its insurance. Copies of this notice are mailed within 10 days to each of the insured members. At the end of the 90-day period, the insured status of the institution and the rights of members to insurance protection ceases. The institution must, however, continue to pay the premium charges for a period of 3 years after the date of termination.

*** Procedure of the Corporation in Preventing Default of an Insured Institution.**—In order to prevent a default in an insured institution or to restore an insured institution in default to normal operation, the Corporation will, in its discretion, make loans to, purchase assets of, or contribute to such institutions. However, in no case will the Corporation contribute to any such association an amount in excess of that which it finds to be reasonably necessary to save the expense which would be incident to such liquidation.*

Procedure of the Corporation in the Event of the Default of an Insured Institution.—In event of the default of an insured institu-

tion, the Corporation pays at once all valid credit obligations of the institution, and promptly determines its insured members and the insured amounts of their respective accounts. Upon surrender and transfer of the insured account to the Corporation, each insured member may elect either of the two optional settlements.

Powers of the Corporation to Expedite the Liquidation of Insured Institutions in Default.—The Corporation may make insured accounts available to the insured members of any insured institution in default; or it may provide for the reorganization of a new Federal savings and loan association for such purpose, subject to the approval of the Federal Home Loan Bank Board.

The Corporation as Receiver, Conservator, or Other Legal Custodian of an Insured Institution in Default.—If the institution in default is a Federal savings and loan association, the Corporation acts as receiver or conservator. It may also be appointed receiver, conservator, or legal custodian of any insured, State-chartered institution which is in default.

Procedure of Corporation if Appointed Conservator, Receiver, or Legal Custodian.—The Corporation may either liquidate the assets of the institution or may take such other action as is in the best interest of the members of the defaulted institution. It may (a) take over the assets and operate the institution, (b) take such action as is necessary to place it in a sound and solvent condition, (c) merge it with another insured institution, or (d) organize a Federal savings and loan association to take over its assets.

Procedure of Corporation if Not Appointed Conservator, Receiver, or Legal Custodian.—It may bid for the assets of the insured institution in default, negotiate for the merger of the insured institution or the transfer of its assets, or dispose of the matter in any other way it may deem in the best interests of all concerned.

Hearings on Applications for Insurance.—The review committee of the Board conducts hearings on applications for insurance of State-chartered institutions in which any person interested may testify. The request for hearing must be filed with the general manager within 10 days from the date of filing such application. Other hearings may be conducted at any time after 10 days' notice is served to interested persons.

Home Owners' Loan Corporation Subscription to Shares of Insured Institutions.—The Home Owners' Loan Corporation may subscribe to shares, certificates of deposit, and investment certificates of insured institutions. Application forms for such subscription may be procured from the Federal home loan bank of the district in which the institution is located.

Sources from which the Federal Savings and Loan Insurance Corporation Procures its Funds.—The Corporation obtains its funds by exchanging its stock for bonds of the Home Owners' Loan Corporation, by receiving premiums from insured institutions, and by

collecting admission fees from insured institutions that apply for insurance later than 1 year after the Corporation begins operations. It may also procure funds by making special assessments against insured institutions or by issuing notes, bonds, or debentures.

Use of Premiums Paid by Insured Institutions.—Premiums are applied to the operating expenses of the previous year. Any residue is credited to the reserve fund.

Disposition of Funds Not Required for Current Operations.—Funds not required for current operations shall be deposited in the United States Treasury; be deposited in any Federal Reserve bank, subject to the approval of the Secretary; be invested in obligations of the United States; or be invested in obligations of which the principal and interest are guaranteed by the United States.

Capital Stock of the Federal Savings and Loan Insurance Corporation.—The Corporation has a capital stock of \$100,000,000, all of which is subscribed for by the Home Owners' Loan Corporation.

Approved.

JOHN H. FAHEY,
Chairman.

HORACE RUSSELL,
General Counsel.

(8-12-35)



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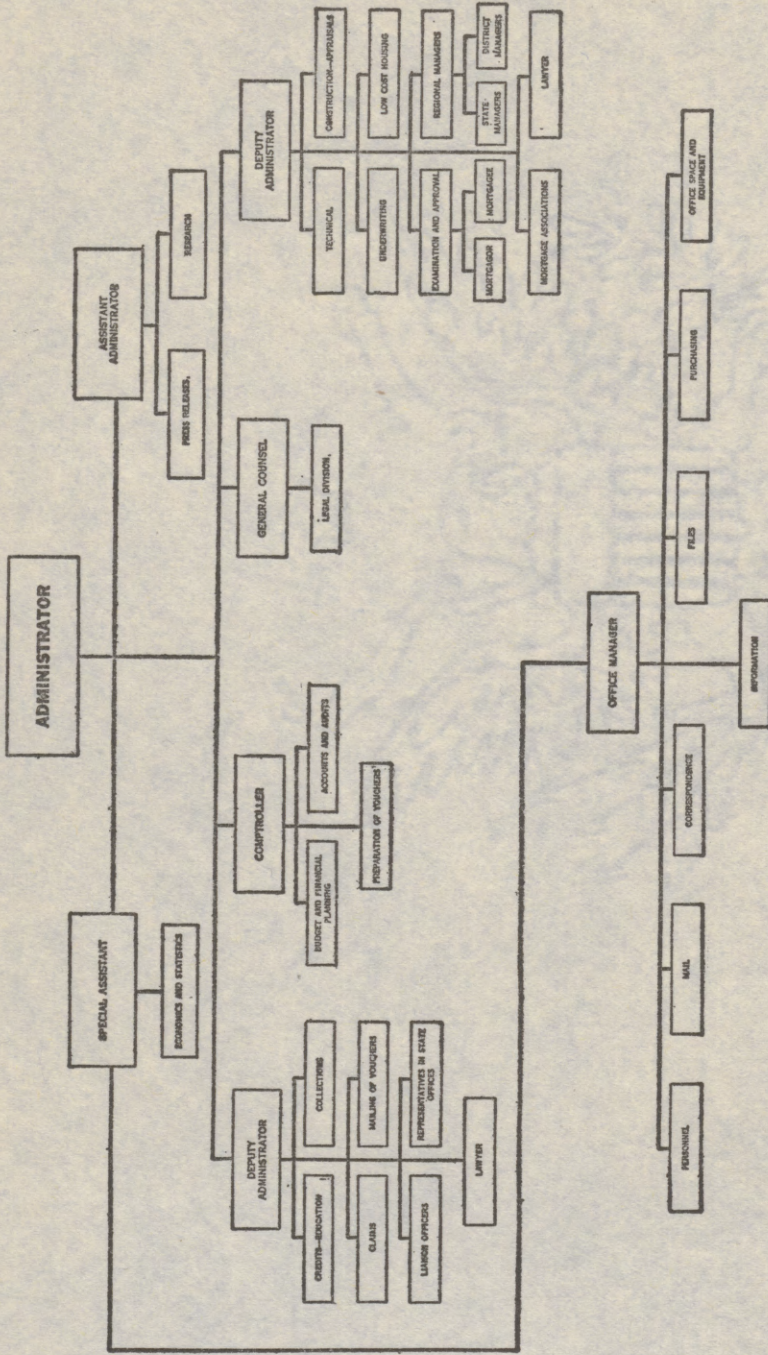
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FEDERAL HOUSING ADMINISTRATION



FEDERAL HOUSING ADMINISTRATION

OFFICERS

STEWART McDONALD, *Administrator*; GEORGE BUCKLEY *and ARTHUR WALSH*, *Assistant Administrators*; ALBERT L. DEANE, *Assistant to the Administrator in an Advisory Capacity*; J. HOWARD ARDREY, *Assistant to the Administrator in charge of Banking and Insurance Company Relations*; ABNER H. FERGUSON, *General Counsel*; ROBERT B. SMITH, *Assistant to the Administrator in charge of Publicity*; WARD M. CANADAY, *Assistant to the Administrator*; ROBERT M. CATHARINE, *Deputy Administrator *in charge of Mortgage Insurance**; W. D. FLANDERS, **Deputy Administrator in charge of Modernization Credits and Field Division**; THEODORE B. NICKSON, *Comptroller*; DR. ERNEST M. FISHER, *Director of Economics and Statistics*; J. K. GILCHRIST, *Special Assistant to the Administrator*; GEORGE W. NEVILLE, *Special Assistant to the Administrator*; MILES L. COLEMAN, *Director of Low-Cost Housing and the Technical Division*; JAMES D. DUSENBERRY, *Director of Underwriting and Realty Division*; PAUL FITZPATRICK, *Director of Division of Information*; B. J. FLYNN, *Assistant to the Administrator*; JAMES S. TAYLOR, *Associate Director of Economics and Statistics*

Information, Room 104, Federal Housing Administration Building, 1001 Vermont Avenue, Washington, D. C.

Telephone, NAtional 5061, BRanch 632.

Creation and Authority.—The Federal Housing Administration was created by the National Housing Act (Public, No. 479, 73d Cong., approved June 27, 1934) as amended by Act of Congress, approved May 28, 1935.

Purpose.—The National Housing Act confers dual functions upon the Federal Housing Administration. Title I of the act, embodying a short-term modernization program, authorizes the Administrator to insure lending institutions against losses suffered on account of loans made for the purpose of repairing, improving, or modernizing real property up to 20 percent of the aggregate amount of such loans made by each such lending institution. The insurance is designed to provide a stimulus to repair and modernization work and to the employment thereby created.

Title II of the act provides for a long-term mortgage insurance program to be carried out by means of a mutual mortgage insurance fund operated by the Administrator. Under this title, the Administrator is authorized to insure first-mortgage loans made by approved lending institutions. The mutual mortgage insurance fund for the payment of such insurance is accumulated through mortgage insurance premiums paid to the Administrator by the mortgagees.

The purpose of the mortgage insurance program is to effect (1) a substantial reduction in mortgage interest rates, (2) a system of uniform mortgage lending and appraisal practices throughout the country, and (3) a check upon catastrophic declines in real estate values during times of acute depression.

In order to assure the realization of this last objective, title III of the act provides for the incorporation of national mortgage associations empowered to buy and sell first mortgages and to issue to the public debentures secured by insured mortgages held in their portfolios. It is contemplated that these associations, which will be private corporations operating under Federal charters and under the direct supervision and control of the Administrator, will furnish a ready market for the sale of insured mortgages by approved lending institutions.

The Administrator is also authorized under title II of the act to insure mortgages upon low-cost housing projects undertaken by Federal, State, or municipal agencies, or other public instrumentalities, and by private limited dividend corporations. The Administration itself has no authority under the act to make mortgage loans, and the entire title II program operates through the channels of private financial enterprise, the function of the Administration being simply that of an insurer.

Organization.—The Federal Housing Administration is under the general executive direction of the Federal Housing Administrator. The staff is divided according to the dual functions imposed upon the Administration, into a Division of Mutual Mortgage Insurance, under the supervision of the deputy administrator in charge of titles II and III. The service departments comprise a Division of *Information,* a Department of Real Estate and Construction, a Technical Division, a Department of Publicity, a Comptroller, and a General Counsel.

ACTIVITIES

Department of Credit Insurance.—The activities of this Department are directed to the stimulation of home repair and renovation, which has been largely neglected through the course of the depression.

Insurance of Modernization Loans.—In order to make available funds for improvement of real property, any institution approved by the Administration may have modernization loans insured against losses up to a maximum of 20 percent of the total of the *advance of credit* made by the institution.

Maximum of Insurance Against Losses.—The act provides that the Administrator may insure loans against losses up to a maximum of \$200,000,000. Thus authority is given to insure up to \$1,000,000,000 *of net advances* for repair and renovation.

Insurance of Mortgage Loans.—By title II of the National Housing Act, the Administration insures mortgage loans, the funds needed to insure them being provided by *private investors.* A mortgage loan is made in the ordinary manner, and if it meets the conditions imposed by the Administration, the principal obligation is then insured.

Cost of Mortgage Insurance Paid by Premium.—The cost of such insurance is paid by a premium of one-half of 1 percent *per annum of the original face value of the loan paid by the lender, which can in turn collect this amount from the borrower.*

Amortization of Mortgage Loans.—All such mortgage loans must be amortized over the life of the mortgage, which may be as long as 20 years.

Interest Rate is Established for Mortgages.—A basic rate of interest of 5 percent is established for insured mortgages.

***Annual Service Charge.**—A mortgagee may charge a mortgagor a service charge of not to exceed one-half of 1 percent per annum on the outstanding monthly balances of principal.*

Amounts of Mortgages Insurable.—Mortgages may be insured up to an amount equal to 80 percent of the value of the property mortgaged. The amount of such mortgage must not be more than \$16,000.

Property Must be Adapted to Home Life.—In order to foster suitable home owning, it is insisted that the property securing the mortgage be adapted to proper home life. To obtain assurance that the property is of such character, the expert and trained *valuators and architectural inspectors* of each State or district office make examinations and appraisals of every property securing a mortgage offered for insurance. Only if the mortgage complies with the conditions imposed as to interest, amortization, and character of the property will insurance be granted by the Administration.

Procedure Governing Modernization Credits

More than 12,000 lending institutions in the country are approved by the Administration to make insured loans for home repair and renovation, including commercial banks, savings banks, building and loan associations and other *similar institutions, trust companies, finance companies, and others.*

Loans to Applicants of Good Credit Standing.—Once an institution is approved for lending, it is at liberty to make loans for the purpose of repair and renovation of real property to any applicant *who can satisfy the lending institution as to his credit standing and ability to repay.* Such loans must be repaid over a period of 5 years.

Collection of Interest or Fees Limited.—The lending institution may not collect as interest or fee of any kind a total charge in excess of an amount equivalent to \$5 discount for each \$100 original face amount of a 1-year installment note, and the maximum charge permitted on loans of larger amounts extended for longer periods cannot exceed this rate.

"Late Charges" Permitted.—If the borrower becomes in default, the lending institution may make a "late charge" not to exceed 5 cents for each \$1 for each payment more than 15 days in arrears, *but not exceeding \$5 in respect to any one late payment. In

lieu of but not in addition to the "late charge" mentioned above, a lending institution may charge the borrower interest on delinquent payments at the highest rate legal where the note was executed.*

***Other Conditions.**—Loans must have been made prior to April 1, 1936 (or earlier if the President so orders), for projects commenced subsequent to August 1, 1934, where the advance of credit does not exceed \$2,000 and where the advance is in excess of \$2,000 the work must not have been contracted for prior to May 28, 1935, the effective date of the amendment authorizing the insurance of loans of \$2,000 to \$50,000.*

Insured Modernization Loans Limited.—*In the case of loans to be expended upon property already improved by apartment or multiple family dwellings, hotels, office, business or other commercial buildings, hospitals, orphanages, colleges, schools, or manufacturing or industrial plants or property improved by some other type of building which is to be converted into one of the above types of buildings, loans up to \$50,000 are eligible for insurance. In the case of all other types of property, loans may not exceed \$2,000.

The total liability incurred by the Administrator for modernization insurance may not exceed \$200,000,000. This permits at least \$1,000,000,000 of such credit to be insured.*

***Requirements for Eligible Notes.**—A note may not have a final maturity of more than 5 years subsequent to the date of execution except in the case of loans of \$2,000 or less made by cooperative banks, savings banks, building and loan associations, and similar institutions, in which case loans may be made upon the normal existing plan of such an institution, but the insurance will terminate 5 years from the date of the note.

Eligible notes must be reported to the Federal Housing Administration within 30 days from the date of the note or the date upon which the note was purchased. Notes must provide for equal monthly payments except in the case of loans made to borrowers whose income is received from the sale of agricultural crops or livestock, in which case notes may be made payable upon the income dates shown in the borrower's credit statement. Even in such cases at least one payment must be made yearly, however, and the proportion of total principal to be paid in later years must not exceed the proportion of total principal payable in earlier years.

Insured Coverage Offered.—The Federal Housing Administration reimburses any approved institution on losses suffered on eligible notes up to 20 percent of the total aggregate amount of loans or advances of credit made or the purchase price of notes purchased. Thus, if a borrower remains in default for 60 days or more, the Federal Housing Administration will, if the requirements of the regulations were fulfilled, pay the unpaid amount advanced by the institution plus accrued charges, until the total amount of such payments equals 20 percent of the total advances of credit or purchases made by such an institution.*

Procedure to Obtain Mutually Insured Mortgages

Institutions Eligible to Obtain Mutual Mortgage Insurance.—

*Any institution or permanent organization complying with the requirements of the Administrative Rules is eligible for approval as mortgagee.

Provision for Monthly Payments.—Mortgages must be executed on forms approved by the Administration which provide for monthly payments to be made by the mortgagor to the mortgagee. These monthly payments will include interest and an installment of principal, taxes next due, insurance next due, annual service charge, if any, and premium for insurance of the mortgage.*

No Variation in Amount of Payments.—The payments on principal and interest are so arranged as to total the same throughout the life of the mortgage; that is, in the first years of the mortgage when the interest payments are high, principal payments are low, and as interest payments decrease principal payments increase.

Payments for Taxes and Insurance Held in Trust.—The monthly payments for taxes and insurance upon the property are held by the mortgagee in trust for the mortgagor and paid over by it to the insurer or appropriate taxing official as the charges for which they are held fall due.

Insured Mortgages Are Classified.—All mortgages are classified according to the risk involved and maturity date; the premiums from any group of mortgages so classified are paid into a group fund and losses suffered by lenders holding mortgages classified within such group are paid out of the fund.

Payments Made in Form of Debentures.—Payments are made from each group in the form of debentures chargeable to that group, paying 3-percent interest and falling due 3 years after the first day of July following the maturity date of the mortgage in an amount equal to the principal amount of the mortgage unpaid, together with taxes and insurance paid by the mortgagee, *and 3 percent interest from the time foreclosure is commenced to the date of the transfer of the property to the Administrator, less all amounts received by the mortgagee on account of interest.*

Procedure After Foreclosure.—After foreclosure, the property securing an insured mortgage is conveyed by the mortgagee to the Federal Housing Administrator in exchange for the debentures and a claim certificate. *Properties transferred to the Administrator are held by him until such time as they can be sold for a reasonable price and without disturbing the general real estate market.*

Disposal of Sale Proceeds.—Upon the sale of the property by the Administrator the proceeds are used, first, to pay to the Federal Housing Administrator the amount of all expenses incurred by him in handling the property and the amount of the debentures turned over to the mortgagee plus interest paid thereon and, second, to

pay the mortgagee for any uncollected interest, foreclosure charges or other expenses represented by the claim certificate. Any balance remaining thereafter is paid to the mortgagor.

National Mortgage Associations

Title III of the National Housing Act confers upon the Administrator the supervision of national mortgage associations. These associations, which must have a capital of at least \$2,000,000, are empowered to purchase and sell first mortgages and to issue debentures against insured mortgages. The associations will be set up under the supervision of the Administrator and will be subject to periodic examination.

Low-Cost Housing

Under section 207 of the National Housing Act, mortgages issued to finance low-cost housing projects may be insured by the Administrator. Before any such mortgage is insured, the Administrator must be satisfied that the project is economically sound and that it is adapted to the living requirements of low-income groups. The sponsors of such projects must be limited either by law or by the regulations of the Administrator in respect to their rents, charges, capital structure, rate of return, and methods of operation.

REGIONAL, STATE, AND DISTRICT DIRECTORS FEDERAL HOUSING ADMINISTRATION

REGION NO. 1

NEW YORK:

NEW YORK CITY DISTRICT: Regional and State Directors, Room 1780, 11 West Forty-second Street, New York City.

ALBANY DISTRICT: District Director, Room *442, New Post Office and Federal Building,* Albany.

BUFFALO DISTRICT: District Director, 728 Marine Trust Building, Buffalo.

REGION NO. 2

MASSACHUSETTS: Regional Director, 10 Post Office Square, Boston; * State Director, 305 Park Square, Boston.*

CONNECTICUT: State Director, Room 301, 125 Trumbull Street, Hartford.

MAINE: State Director, 477 Congress Street, Portland.

NEW HAMPSHIRE: State Director, 9 Capitol Street, Concord.

RHODE ISLAND: State Director, 815-820 New Industrial Trust Building, 111 Westminster Street, Providence.

VERMONT: State Director, 206 Bank Street, Burlington.

REGION NO. 3

NEW JERSEY: Regional Director, Seventh Floor, Industrial Office Building, Newark; State Director, 505 Industrial Office Building, Newark.

DELAWARE: State Director, Room 518, Industrial Trust Building, Tenth and Shipley Streets, Wilmington.

PENNSYLVANIA:

WESTERN DISTRICT: District Director, 536 New Federal Building Seventh Avenue and Grant Street, Pittsburgh.

EASTERN DISTRICT: Acting District Director, 1607 Fidelity-Philadelphia Trust Building, Philadelphia.

REGION NO. 4

OHIO: Regional Director, State Director, and Columbus District Director, 708-714 Hartman Building, Columbus.

CLEVELAND DISTRICT: District Director, 808 Bulkley Building, Cleveland.

CINCINNATI DISTRICT: District Director, 818 Union Central Building, Cincinnati.

MICHIGAN: State Director, 1174 First National Bank Building, Detroit.

WEST VIRGINIA: State Director and Associate Director, Rooms 405-413 Union Trust Building, Parkersburg.

REGION NO. 5

VIRGINIA: Regional Director, American Building, Richmond; State Director, 1005 East Main Street, Richmond.

MARYLAND: State Director, 919 Fidelity Building, Baltimore.

NORTH CAROLINA: State Director, *Old Federal Building, Greensboro*.

SOUTH CAROLINA: State Director, 712 Peoples Office Building, Charleston.

REGION NO. 6

GEORGIA: Regional and State Director, 505 First National Bank Building, Atlanta.

ALABAMA: State Director, 2105 Third Avenue, North, Birmingham.

FLORIDA:

NORTHERN DISTRICT: State Director, 1512 Lynch Building Jacksonville.

SOUTHERN DISTRICT: District Director, 322 Court House Building, Miami.

LOUISIANA: State Director, 1106 Hibernia Bank Building, New Orleans.

MISSISSIPPI: State Director, 211 Lamar Life Building, Jackson.

REGION NO. 7

ILLINOIS: Regional Director, Room 206, 134 North La Salle Street, Chicago.

NORTHERN DISTRICT: District Director, Room 1800, 134 North La Salle Street, Chicago.

SOUTHERN DISTRICT: District Director, 620 Illinois Building, Springfield.

INDIANA: State Director, 809 Continental Building, 17 North Meridian Street, Indianapolis.

IOWA: State Director, Thirteenth Floor, Des Moines Building, Des Moines.

WISCONSIN: State Director, Eighteenth Floor, Mariner Tower, Milwaukee.

REGION NO. 8

MISSOURI: Regional Director, 1303 Ambassador Building, St. Louis.

WESTERN DISTRICT: State Director, 710 R. A. Long Building, Kansas City.

EASTERN DISTRICT: District Director, 913 Ambassador Building, St. Louis.

ARKANSAS: State Director, Southern Building, Second and Center Streets, Little Rock.

KENTUCKY: State Director, Martin Brown Building, Louisville.

TENNESSEE: State Director, 210 Federal Building, Memphis.

REGION NO. 9

SOUTH DAKOTA: Regional and State Directors, 406-410 Citizens National Bank Building, Sioux Falls.

NORTH DAKOTA: State Director, 3 Eltinge Building, Bismarck.

MINNESOTA: State Director, 532 Baker Arcade, Minneapolis.

MONTANA: State Director, United States Assay Building, Helena.

(10-11-35)

REGION NO. 10

COLORADO: Regional Director, Room 609, United States National Bank Building, Denver; State Director, 512 United States National Bank Building, Denver.

KANSAS: State Director, 309 Federal Building, Topeka.

NEBRASKA: State Director, 670 Saunders-Kennedy Building, Omaha.

UTAH: State Director, 1109 First National Bank Building, Salt Lake City.

WYOMING: State Director, Post Office Building, Cheyenne.

REGION NO. 11

TEXAS: Regional Director, 808 Republic National Bank Building, Dallas; State Director, 910 First National Bank Building, Seventh and Houston Streets, Fort Worth.

NORTHEASTERN DISTRICT: District Director, 912 Magnolia Building, Dallas.

NORTHWESTERN DISTRICT: District Director, Ninth Floor, First National Bank Building, Fort Worth.

SOUTHEASTERN DISTRICT: District Director, 19th floor, Milam Building, San Antonio.

SOUTHWESTERN DISTRICT: District Director, 509 Frost Bank Building, San Antonio.

NEW MEXICO: State Director, 301 Lensie Building, Santa Fe.

OKLAHOMA:

WESTERN DISTRICT: State Director, 433-444 Key Building, Oklahoma City.

EASTERN DISTRICT: District Director, 822 Tulsa National Bank Building, Tulsa.

REGION NO. 12

CALIFORNIA: Regional Director, Rooms 601-602, 225 Bush Street, San Francisco.

NORTHERN DISTRICT: District Director, Rooms 601-602, 225 Bush Street, San Francisco.

SOUTHERN DISTRICT: District Director, Room 609, 756 South Spring Street, Los Angeles.

ARIZONA: State Director, 418 Professional Building, Phoenix.

IDAHO: State Director, 401 Idaho Building, Boise.

NEVADA: State Director, Old Federal Building, Reno.

OREGON: State Director, 420 Park Building, Portland.

WASHINGTON: State Director, 1813 Exchange Building, Seattle.

ALASKA: Territorial Director, 4-8 Shattuck Building, Juneau.

HAWAII: Territorial Director, 409-410 Damon Building, Honolulu.

PUERTO RICO:

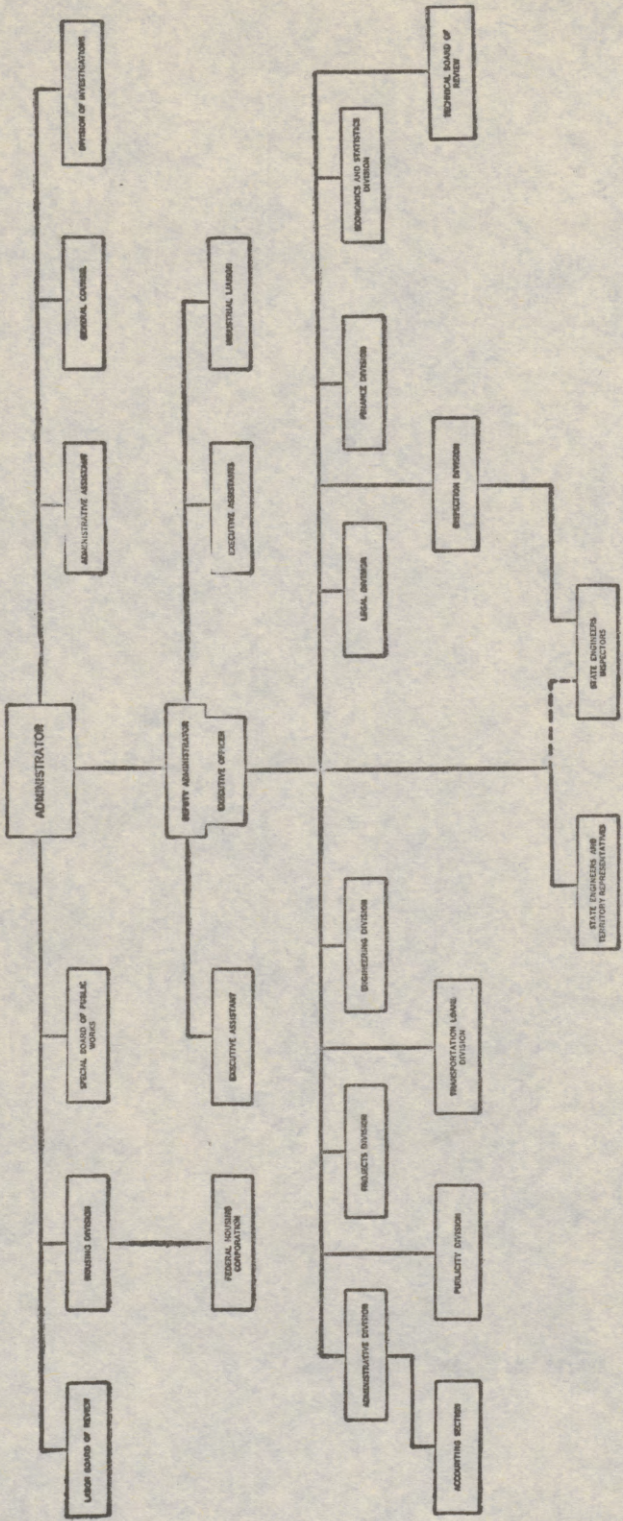
DISTRICT OF COLUMBIA: Room 105, Federal Housing Administration Building, Vermont Avenue at K Street NW., Washington.

Approved.

STEWART McDONALD,
Federal Housing Administrator.

ABNER H. FERGUSON,
General Counsel.
(11-25-35)

PUBLIC WORKS ADMINISTRATION



FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

OFFICERS

HAROLD L. ICKES, *Administrator*; COL. HORATIO B. HACKETT, *Assistant Administrator*; HENRY T. HUNT, *General Counsel*; HARRY SLATTERY, *Personal Assistant to the Administrator*; E. K. BURLEW, *Administrative Assistant to the Administrator*; and E. W. CLARK, *A. W. COPP, A. H. MARTIN, MRS. M. MARIAN BEERS, H. D. DEUTSCHBEIN, L. B. GRAHAM, JOHN HERRICK, and HAROLD HYNDY,* *Executive Assistants*; J. J. MADIGAN, *Executive Officer*

Information, Room 6331, Department of the Interior Building, Eighteenth and F Streets NW., Washington, D. C.

Telephone, DIstrict 1820, Branch 150

Creation and Authority.—The Federal Emergency Administration of Public Works was established by the President under authority of title II of the National Industrial Recovery Act (Public Act No. 67, 73d Cong., approved June 16, 1933). Its life was extended until June 30, 1937, by the Emergency Relief Appropriation Act of 1935 (Public No. 11, 74th Cong., approved Apr. 8, 1935). By Executive Order No. 7064 the Federal Emergency Administration of Public Works was authorized to continue functions under title II of the National Industrial Recovery Act and the Emergency Relief Appropriation Act of 1935.

Purpose.—The Administration has as its chief aim the reduction of unemployment and the restoration of purchasing power through the construction of useful public works and the encouragement of long range planning in the field of public works.

Organization.—The Secretary of the Interior was appointed Administrator for the public-works program on July 8, 1933, by the President. In each State there is an acting State director to represent the Federal Emergency Administration of Public Works. The organization includes, as well, a Labor Board of Review, the Housing Division, a Division of Investigations, a Technical Board of Review, *a Power Division,* and divisions for handling inspection, projects, engineering, finance, economics and statistics, legal matters, publicity, and industrial liaison.

ACTIVITIES

Loans and Grants.—This decentralized organization with centralized control serves to promote the public-works program throughout the country in connection with non-Federal allotments of loans and grants to various governmental bodies and to private corporations qualified for loans under the law.

Basis for Allotments.—Allotments for work on Federal projects were made to various Federal Departments and Independent Establishments. The basis for allotments, both Federal and non-Federal, has been social benefit, economic feasibility, and financial, legal, and engineering soundness.

Where Loan Applications are Filed.—All applications for non-Federal allotments, except those for low-cost housing, are filed with acting State directors. Applications for housing allotments are filed in Washington with the Housing Division of the Federal Emergency Administration of Public Works.

Steps in Handling Applications.—The acting State directors pass on the applications in the first instance, examining and reporting on each from the standpoint of local coordinating, planning, social and economic desirability, engineering and financial soundness, and legality.

After Approval of Application.—When the application has received the approval of the acting State director, it is sent to the Washington headquarters.

Requirements to be Met.—Before a project is finally approved for an allotment it must be found socially desirable and sound from legal, financial, and engineering standpoints.

Contracts.—After an allotment is made for a project, a contract is executed between the Administrator, representing the United States, and the applicant.

Rate of interest on Loans to Public Bodies.—Interest at 3 percent a year is charged on this type of allotment loan.

Financing Loans to Public Bodies.—A project of a public body approved by the Administrator usually is financed by the purchase of the applicant's bonds by the Federal Emergency Administration of Public Works.

Security for Loans.—The law requires that all loans made by the Administration be reasonably secured, and general obligation bonds, revenue bonds, and special-assessment bonds are taken for this purpose.

***Special Consideration Given Public Power Plants.**—The Power Division of the Federal Emergency Administration of Public Works is maintained to give special consideration to applications for publicly-owned power plants. State offices also are instructed to give preference to the study of such power projects.*

Public Bodies Eligible to Borrow.—Any public body meeting the requirements of the Federal Emergency Administration of Public Works is entitled to borrow. These bodies include States, municipalities, school districts, drainage districts, and others.

Grants Made to Public Bodies.—*Grants of money, as well as loans, are made to public bodies, not exceeding 45 percent of the cost of the project involved.* No grants are given to private corporations. The public grants are given to induce public bodies to undertake construction of useful works. The grant is made in consideration of the agreement by the applicant to apply in the construction of the project the requirements of the Public Works Administration, including the 30-hour week, veterans' preference, and just and reasonable wages as determined by the Special Board for Public Works.

Purposes of Allotments to Public Bodies.—Large sums of money are advanced to States, municipalities, and other public bodies for construction or repair of waterworks, sewer systems, electric-light plants, streets and highways, bridges, schools, hospitals, and recreational facilities. This class of allotment predominates.

Projects Preferred by P.W.A.—The Administration prefers projects upon which work can be started quickly and completed within a year. These also should meet all the aims embraced by the Administration's purposes.

Grants Made Without Loans.—*A grant amounts to not more than 45 percent of the cost of the project, and may be made to a public body if the body can show that it can finance the project, less the grant, out of its own revenues or credit.*

Classes of Projects Preferred for Grants.—(1) Waterworks projects not unduly burdening the community with debt and necessary for its health and convenience; (2) sewer projects of the same character; (3) sewage-disposal projects sufficiently large to render a river or lake system, used by many communities, safe as a water supply, and other sewage-disposal projects; (4) municipal power plants; (5) other projects, such as highways, bridges, tunnels, and projects for the transmission of electrical energy; (6) public schools; and (7) hospitals.

Allotments to Army and Navy.—Funds have been transferred by P.W.A. to the War Department and Navy Department for construction of war vessels, Army housing, ordnance, airplanes, motorization, and work on rivers and harbors.

Allocations for Low-Cost Housing and Slum Clearance.—A fund of approximately \$149,000,000 was set aside as the initial step in the slum-clearance and rehousing program in congested cities throughout the United States. Limited dividend projects costing about \$11,000,000 are under construction, and Federal projects amounting to \$114,000,000 were authorized. All other available funds have been tentatively budgeted for wide-spread projects now in various stages of development and investigation.

Employment on Public Works Projects.—Employment on these projects is obtained either through an employment agency designated by the United States Employment Service or through local labor unions.

No Discriminations as to Labor.—Opportunities for employment on public works projects financed by the Administration shall be equitably distributed among qualified workers who are unemployed.

Limited Work Week.—Congress requires that the 30-hour week be used on projects of the Federal Emergency Administration of Public Works as far as practicable.

***Wages.**—On projects under the supervision of the P.W.A. wage rates shall be determined in accordance with local wage conditions by the authority to which the allotment is made, except as otherwise required by law, subject to the approval of the acting State directors of the P.W.A.*

Payment of Wages.—All wages are required to be paid in full at least once each week, unless exception is made by the Administrator. In cases where the actual wages paid to laborers and mechanics on public works are below those specified in the contract, the party letting the contract—the borrower—may withhold from the contractor that portion of accrued payments necessary to make up the difference in wage rates. The withheld sum must be paid to laborers and mechanics on the work.

Rights of Laborers.—To protect the rights of laborers, contractors are required to post in a prominent place at the site of the work a statement of all wage rates to be paid in the different classes of labor employed.

Access to Pay Rolls and Records.—All construction contracts provide that the Administrator or his agents shall have access to all pay rolls, records of personnel, invoices of materials, and other data relevant to the performance of the contract.

Compensation Insurance Provided.—Contractors must comply with the workmen's compensation laws of the State, Territory, or district in which the work is to be performed, and must provide, where practicable, employers' general liability insurance for the benefit of employees not protected by such compensation laws.

Purposes of the Board of Labor Review.—The Board of Labor Review hears discussions of all labor issues arising under the operation of public-works contracts and such issues as may result from fundamental changes in economic conditions during the life of the contract.

Function of the Technical Board of Review.—This Board, composed of engineers, studies projects of an unusual character, those involving difficult technical questions, and those of controversial nature.

Field Investigators.—To protect the taxpayers, inspectors check all material and work at the site of every project. All payments

of money are closely supervised. Irregularities and violations of law and regulations are investigated by special agents of the Division of Investigation, Public Works Administration.

Work Done Under Contract.—Generally, contracts are required for all projects, but in exceptional cases the State engineer, with the approval of the Administration, may authorize work by force account.

Contracts are Made with Public Bodies.—The construction contract is made with the State, municipality, or other public body to which the allotment has been made.

Information for Contractors.—Contractors may receive information regarding projects and bidding from the offices of the acting State directors for the Public Works Administration.

Hearings on Projects.—Citizens opposed to a project may appeal either to the acting State director before action is taken, or to the Federal Emergency Administration of Public Works in Washington. If cause is shown, a hearing will be held.

Complaints Against Projects.—The public may register complaints against the manner in which a P. W. A. project is being built, filing them with the State engineer inspectors or the acting State directors.

Complaints of Irregularities, Frauds, or Violations of Law.—These complaints should be addressed to the Assistant Administrator of Public Works, Washington, D. C.

Other Information.—Any information regarding public-works projects not covered in this manual may be obtained by writing the Public Works Administration, Washington, D. C.

ACTING STATE DIRECTORS AND ENGINEER INSPECTORS

| STATE | ACTING STATE DIRECTORS | ENGINEER INSPECTORS | ADDRESS |
|-------------------------------|------------------------------------|--------------------------|---|
| Alabama..... | Henry S. Geismer..... | (See Georgia)..... | Fourth National Bank Building, Montgomery. |
| Arizona..... | Howard S. Reed..... | (See California)..... | Professional Building, Phoenix. |
| Arkansas..... | Alexander Allaire..... | A. W. George, Jr..... | Federal Building, Little Rock. |
| California..... | A. D. Wilder..... | | Rector Building, Little Rock. |
| | A. D. Wilder..... | O. E. Carr..... | 805 Washington Building, Los Angeles. |
| Colorado..... | George M. Bull..... | Frank M. Keller, acting. | David Hewes Building, San Francisco. |
| Connecticut and Rhode Island. | *William J. Farley ¹ .. | Frank J. Carew..... | 202 Midland Savings Building, Denver. |
| Delaware..... | (See Maryland)..... | (See Maryland)..... | State Capitol Building, Hartford. |
| Florida..... | James E. Cotton..... | (See Georgia)..... | |
| Georgia..... | J. Houstoun Johnston. | Howard T. Cole..... | 306 North Adams Street, Tallahassee. |
| Idaho..... | J. V. Otter..... | (See Colorado)..... | Citizens & Southern Bank Building, Atlanta. |
| Illinois..... | Carl H. Bauer ¹ | Garland L. Rounds..... | Robert Noble Building, Boise. |
| | | | 20 North Wacker Drive, Chicago. |

(11-11-35)

| STATE | ACTING STATE DIRECTORS | ENGINEER INSPECTORS | ADDRESS |
|---------------------|--------------------------------|----------------------------|---|
| Indiana..... | Forrest M. Logan..... | Donald Graham..... | 130 East Washington Street, Indianapolis. |
| Iowa..... | P. F. Hopkins..... | Geo. P. Stowitts..... | Federal Court Building, Des Moines. |
| Kansas..... | Ray E. Lawrence..... | Royden E. Reed..... | New England Building, Topeka. |
| Kentucky..... | George H. Sager, Jr..... | (See Tennessee)..... | Federal Building, Topeka. |
| Louisiana..... | Orloff Henry..... | (See Arkansas)..... | Republic Building, Louisville. |
| Maine..... | (See New Hampshire)..... | (See New Hampshire)..... | Masonic Temple, New Orleans. |
| Maryland..... | Abel Wolman..... | H. S. Shryock..... | Court Square Building, Baltimore. |
| Massachusetts..... | *Andrew H. Peterson*..... | J. Arthur Garrod..... | Post Office and Courthouse Building, Boston. |
| Michigan..... | Mortimer E. Cooley..... | Milo F. Ohr..... | Fisher Building, Detroit. |
| Minnesota..... | Robert A. Radford..... | John Stewart..... | Uptown Post Office and Federal Court Building, St. Paul. |
| Mississippi..... | Horace S. Stansel..... | (See Arkansas)..... | Edwards Hotel, Jackson. |
| Missouri..... | W. M. Spann..... | Charles C. Allen..... | Buder Building, Seventh and Market Streets, St. Louis. |
| Montana..... | V. H. Walsh..... | Martin E. Kelly..... | Federal Building, Helena. |
| Nebraska..... | John Latenser, Jr..... | Joseph D. Evans..... | Federal Office Building, Omaha. |
| Nevada..... | James L. Vandiver..... | (See California)..... | Gazette Building, Reno. |
| New Hampshire..... | Harold J. Lockwood..... | | New Hampshire Savings Bank Building, Concord. |
| | | Hughlett J. Daugherty..... | Room 81, Phenix Hotel Building, Concord. |
| New Jersey..... | Cornelius C. Vermeule, Jr..... | (See Pennsylvania)..... | Industrial Building, 1060 Broad Street, Newark. |
| New Mexico..... | Edward H. Oakley..... | (See Texas)..... | Post Office Building, Santa Fe. |
| New York..... | Arthur S. Tuttle..... | M. E. Gilmore..... | Box 350, 2 Lafayette Street, New York. |
| North Carolina..... | Herman G. Baity..... | (See South Carolina)..... | Phillips Hall, University of North Carolina, Chapel Hill. |
| North Dakota..... | H. C. Knudsen..... | (See Minnesota)..... | Hotel Prince Building, Bismarck. |
| Ohio..... | L. A. Boulay..... | John B. deHamel..... | 50 South Third Street, Columbus. |
| Oklahoma..... | Philip S. Donnell..... | (See Kansas)..... | Federal Building, Oklahoma City. |
| Oregon..... | Claude C. Hockley..... | | Journal Building, Portland. |
| Pennsylvania..... | Wm. H. Gravel..... | Ray H. Corey..... | United State Courthouse, Portland. |
| Rhode Island..... | (See Connecticut)..... | John L. M. Yardley..... | 100 Market Street, Harrisburg. |
| South Carolina..... | J. L. M. Irby..... | (See Connecticut)..... | |
| | | L. P. Slattery..... | National Loan and Exchange Bank Building, Columbia. |
| South Dakota..... | Wm. F. Cochrane..... | (See Nebraska)..... | Box 1348, 1118½ Taylor Street, Columbia. |
| Tennessee..... | Kenneth Markwell..... | Harry A. Wortham..... | Schubert Building, Pierre. |
| Texas..... | Julian Montgomery..... | G. C. Street, Jr..... | American Trust Building, Nashville. |
| Utah..... | Richard A. Hart..... | (See Colorado)..... | Electric Building, Fort Worth. |
| Vermont..... | (See New Hampshire)..... | (See New Hampshire)..... | Boston Building, Salt Lake City. |
| Virginia..... | James A. Anderson..... | Kenneth L. Black..... | Richmond Trust Building, Richmond. |
| Washington..... | E. R. Hoffman..... | (See Oregon)..... | Capitol Building, Olympia. |
| West Virginia..... | M. L. O'Neale..... | George H. Bayles..... | Capitol Building, Charleston. |
| Wisconsin..... | A. Lawrie Kurtz..... | Charles T. Watson..... | Veterans' Administration, Wisconsin. |
| | | (For telegrams only)..... | Veterans' Administration, Milwaukee, Wis. |
| Wyoming..... | Francis C. Williams..... | (See Colorado)..... | Federal Building, Cheyenne. |
| Alaska..... | Gov. John W. Troy..... | Ross A. Gridley..... | Juneau. |
| Hawaii..... | Maj. Ralph G. Barrows..... | | Federal Building, Honolulu. |
| Puerto Rico..... | Roy C. Hardman..... | Roy C. Hardman..... | Gonzales Padin Building, San Juan. |
| Virgin Islands..... | Gov. L. W. Cramer..... | | St. Thomas. |

¹ State director.

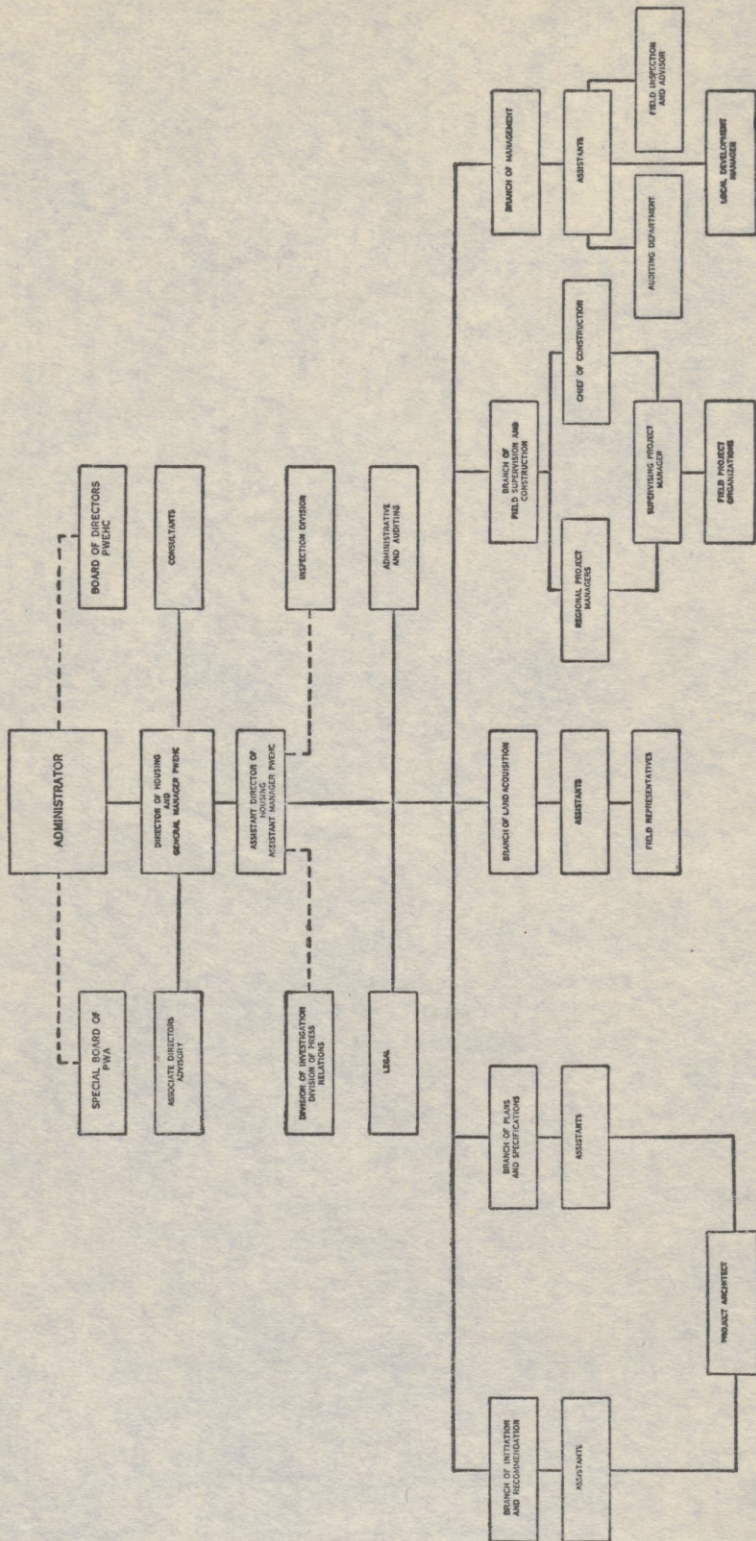
Approved.

HAROLD L. ICKES,
Administrator.
HENRY T. HUNT,
General Counsel.
(12-24-35)

SYSTEMS TO NORTH ATLANTIC TREATY ORGANIZATION
FOR THE NORTH ATLANTIC TREATY ORGANIZATION
FOR THE NORTH ATLANTIC TREATY ORGANIZATION

FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS HOUSING DIVISION

(PUBLIC WORKS EMERGENCY HOUSING CORPORATION)



HOUSING DIVISION

(Housing Corporation, Public Works Administration)

OFFICERS OF THE HOUSING DIVISION

A. R. CLAS, *Director*; DWIGHT L. HOOPINGARNER, *Associate Director-Advisory*;
*H. A. BERMAN, *Chief Counsel and Assistant Director*; B. M. PETTIT, C. W.
FITCH, and PAUL M. PEARSON, *Assistant Directors*; * WM. A. F. STEPHENSON,
Head Administrative Officer
Information, Room 4038, Department of the Interior Building, Eighteenth and
F Streets NW., Washington, D. C.

Telephone, District 1820, Branch 665

Creation and Authority.—The Housing Division of the Public Works Administration was established in July 1933 in accordance with provisions of Public Act No. 67, Seventy-third Congress, approved June 16, 1933 (National Industrial Recovery Act).

Purpose.—The Housing Division was organized to promote the program of low-cost housing and slum-clearance projects authorized by the National Industrial Recovery Act, with a view to providing low-rental housing for lower income groups for which fit accommodations are not now available. The corporation was organized as an arm of the Housing Division to expedite the housing program but has not been utilized because of adverse rulings by the Comptroller General as to its powers.

Organization.—In addition to the executive staff, the Housing Division maintains administrative and legal staffs, together with the five branches; initiation and recommendation; plans and specifications; land acquisition; construction; and management.

Housing Corporation.—The Public Works Emergency Housing Corporation was formed under the laws of Delaware, October 28, 1933, and an amended certificate of incorporation filed under the laws of Delaware, November 21, 1933. It was established by authority of Executive Order No. 6470, dated November 29, 1933. The Corporation was organized as an arm of the Housing Division to expedite the housing program but was not utilized because of adverse rulings by the Comptroller General as to its powers. It is now in process of dissolution.

ACTIVITIES

Types of Housing Financed by P. W. A.—The Housing Division develops low-cost, low-rental, large-scale housing projects in urban centers on slum sites or elsewhere depending upon local conditions. The Public Works Administration does not finance speculative or investment projects, nor loans to individuals.

Definitions of Low-cost or Low-rent Housing and Low-cost land.—These are relative terms dependent upon variations between different communities in land values, building costs and incomes. They focus upon a single objective, the provision of decent living accommodations for the lower-income groups, at lower rentals than commercial enterprise has been able to provide for comparable quarters.

Agencies Eligible for P. W. A. Funds.—Only duly authorized and properly constituted public bodies and groups organized not for profit but for public service are eligible. The personnel of such agencies is an important factor. Funds for limited-dividend corporations are exhausted. All funds available for projects by public bodies have been budgeted and additional projects can be financed only by appropriation of more funds by Congress or transfer of present budgets. All projects are initiated and executed by the Housing Division.

"Properly Constituted Public Bodies."—These are agencies authorized by State law or charter. Delaware, Illinois, Kentucky, Maryland, Michigan, New Jersey, New York, Ohio, South Carolina, West Virginia, and the District of Columbia have established such "Housing Authorities." A few cities may qualify under special charter provisions.

Sponsorship of a Project.—Sponsorship is active participation by outstanding socially minded citizens and endorsement by planning agencies and groups interested in civic welfare; giving proof that the project meets the needs of a community instead of the objective of an individual or limited group that it will be administered strictly in the interest of the low-income group for which it was established. Local sponsoring committees of this type, appointed by the Administrator of Public Works, may function in lieu of Housing Authorities.

First Step in Housing Projects.—The need must be demonstrated for housing in relation to slums, doubling up of families, vacancies, local employment possibilities, local earning capacity, and satisfactory sponsorship of a project; also relationship of site to parks, playgrounds, schools, and transportation facilities.

Stages of Project Development.—The major steps consist of local housing surveys to supply information requested by the Division, formulation by the Division of outline recommendations for a project based upon local need, approval of the project by the Administrator of Public Works, engaging of local architects, acquisition of site by the Housing Division or local designated agency, and construction by private contractor under Federal supervision.

Size and Ownership Restrictions.—Projects, urban and suburban, must have a neighborhood environment protected from undesirable encroachment and must be of sufficient size and concentration to establish and maintain the type of development originally intended. A rental basis is necessary to keep control centralized and to prevent

raising of rentals or deterioration of property likely under speculative methods.

General Planning Requirements.—Modern site planning is a prime consideration. Ordinarily land subdivision is not a basis for low-cost housing. Suburban or small community housing may be detached or in small groups. In more congested areas, multiple-unit housing is necessary. Adequate open spaces in each group are essential. Not less than 90 percent of income should be from rentals. Design must consider minimum operating cost. Apartments must be designed for ample sunlight and cross ventilation. Low walk-up types are preferred with ample stairways and no wasteful corridors. Provision is to be made for certain definite elements, including indoor toilets and bathing facilities, and sleeping space adequate for the family housed. No windowless rooms or baths are allowed. A per dwelling or per room rental should be achieved to serve income brackets below \$1,200 which is reported as the maximum for a third of the families in the United States.

Standards of Planning.—Location, climate, custom, manner of living, materials, and methods of construction establish such different local conditions as to require flexibility of planning. To meet such factors and to relieve local unemployment problems, plans and specifications are developed by local agencies, subject to supervision and review by the technical staff at headquarters. Prototypes have been developed in the office of the Housing Division as bases for study of local problems. These types are available for the use of local architects and are subject to change to meet local conditions but such modifications must meet the established standards of compact arrangement and economical construction.

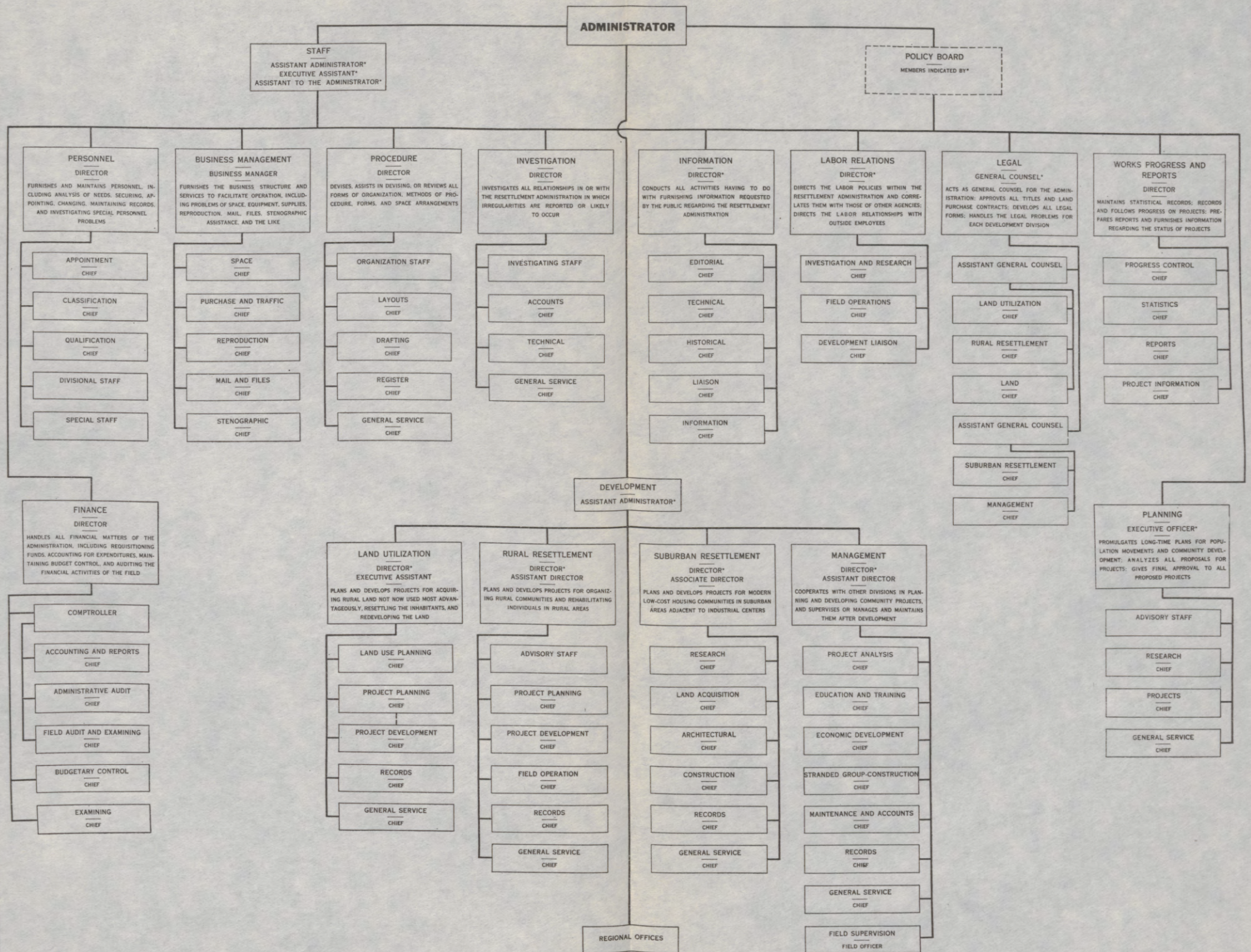
Bases of Financing.—Projects constructed by the Public Works Administration may be leased to and managed by local groups on terms approved by the Administrator. Loans to public bodies must be reasonably secured.* The interest rate is not over 3 percent; the maximum term of amortization, 60 years. In the discretion of the Administrator, a grant may be made of not more than 45 percent of the total cost of the entire project including land. The remaining 55 percent of the land cost is to bear 3 percent interest. There is no amortization on land.*

Approved.

A. R. CLAS,

Director of Housing.

RESETTLEMENT ADMINISTRATION



RESETTLEMENT ADMINISTRATION

OFFICERS

*REXFORD G. TUGWELL, *Administrator*; WILL W. ALEXANDER, C. BENHAM BALDWIN, JOSEPH L. DAILEY, JOHN S. LANSILL, LEWIS C. GRAY, CARL C. TAYLOR, and EUGENE E. AGGER, *Assistant Administrators*; GRACE E. FALKE, *Executive Assistant*; FRED P. BARTLETT, *Assistant to the Administrator*; GEORGE S. MITCHELL and LAWRENCE I. HEWES, *Special Assistants to the Administrator*; THOMAS C. BLAISDELL, JR., *Economic Adviser*; MAX J. WASSERMAN, *Director, Finance Division*; WINSTON B. STEPHENS, *Director, Personnel Division*; ARTHUR B. THATCHER, *Director, Business Management Division*; WARREN BRUNER, *Director, Procedure Division*; ARTHUR C. BACHRACH, *Director, Investigation Division*; JOHN F. CARTER, *Director, Information Division*; MERCER G. EVANS, *Acting Director, Labor Relations Division*; LEE PRESSMAN, *General Counsel*; FRANCIS J. SETTE, *Director, Works Progress and Reports Division*; ADRIAN J. DORNBUSH, *Director, Special Skills Division*; FRANK SCHMITT, *Acting Director, Construction Division*; WALTER PACKARD, *Acting Director, Rural Resettlement Division*; PAUL V. MARIS, *Acting Director, Rural Rehabilitation Division*; JOHN S. LANSILL, *Director, Suburban Resettlement Division*; EUGENE E. AGGER, *Director, Management Division*; LEWIS C. GRAY, *Director, Land Utilization Division*.*

Information, Room 221 Administration Building, Department of Agriculture, The Mall, between Twelfth and Fourteenth Streets SW., Washington, D. C.
Telephone, DIstrict 6350, Branches 2888, 4056, 4703

Creation and Authority.—The Resettlement Administration was created by Executive Order No. 7027, dated April 30, 1935, under authority of the Emergency Relief Appropriation Act of 1935 (Public Res. No. 11, 74th Cong., approved Apr. 8, 1935). By Executive Order No. 7028, dated April 30, 1935, transfer of all property, functions, funds, etc., of the land program, Federal Emergency Relief Administration, to the Resettlement Administration, was authorized. Executive Order No. 7041, of May 15, 1935, authorized the transfer of property, functions, funds, etc., of the Division of Subsistence Homesteads, Department of the Interior, to the Resettlement Administration, and later the Land Policy Section of the Agricultural Adjustment Administration was transferred to the Resettlement Administration. The functions of the Rural Rehabilitation Division, FERA, were transferred to the Resettlement Administration, effective July 1, 1935, by Administrative order of the Federal Emergency Relief Administrator.

Purpose.—The duties and purpose of the Resettlement Administration, as prescribed by the President are:

(a) To administer approved projects involving resettlement of destitute or low-income families from rural and urban areas, including the establishment, maintenance, and operation, in such connection, of communities in rural and suburban areas.

(b) To initiate and administer a program of approved projects with respect to soil erosion, stream pollution, seacoast erosion, reforestation, forestation, and flood control.

(c) To make loans, as authorized under the Emergency Relief Appropriation Act of 1935, to finance, in whole or in part, the

purchase of farm lands and necessary equipment by farmers, farm tenants, croppers, or farm laborers.

Organization.—The organization includes the following divisions: Business Management, Finance, Information, Investigation, Labor Relations, Legal, Personnel, Procedure, Works Progress and Reports, Land Utilization, Management, Rural Resettlement, Suburban Resettlement, *Rural Rehabilitation, Construction, and Special Skills.*

ACTIVITIES

Land Utilization Division

This Division initiates, plans and, after approval, executes land development projects. To it have been transferred the personnel, projects and funds of the Land Program of the FERA, and the personnel of the Land Policy Section of the AAA.

Selection of Lands For Purchase.—Lands are purchased for some public purpose such as recreation or wild life preservation, or because the continuance of some ill-adapted usage tends to produce serious social and economic problems. For administrative reasons land is purchased in solid project areas rather than scattered individual tracts.

National Park Service and Office of Indian Affairs Aid in Selection and Development of Lands.—Technical personnel working in conjunction with the National Park Service and the Office of Indian Affairs assist in selecting and developing lands needed for recreation use and Indian rehabilitation, although land acquisition and resettlement on all projects are the responsibility of the Land Utilization Division.

How Land is Purchased.—When the approximate location of a proposed project is determined, landowners in the project area are informed of the possibility of selling their land to the Government. Prices are based on expert appraisals of each tract. Landowners deal directly with this Division.

Administration of Land Utilization Program.—The Regional Director of the Land Utilization Division is in charge of all work of the Division in each region, and all proposals for projects are taken up directly with him.

Resettlement of Families Removed from Land Purchased.—Families whose homes are sold to the Government under the Land Utilization Program are given necessary assistance by the Rural Resettlement Division in finding suitable homes elsewhere if they so desire.

Rural *Rehabilitation* Division

This Division plans and, after approval, executes projects for the rehabilitation of rural families. To this division have been transferred most of the functions of the Rural Rehabilitation Division of FERA.

Resettlement Administration Continues Rural Rehabilitation Program Started by FERA.—The Rural *Rehabilitation* Division continues and expands the program under which 290,000 farm families were taken from relief rolls in the Spring and Summer of 1934 by the Rural Rehabilitation Division of FERA. Farm families will be added, or substituted for those dropped from the original number, until the total reaches approximately 300,000.

Purpose of *Rehabilitation* Program.—The object of the program is to help farm families on relief to become self-sustaining on land on which they are now located or in the vicinity thereof. Families are usually handled individually and not as community groups.

Loans Made by Rural *Rehabilitation* Division.—Moderate sums are loaned to rehabilitants to be invested in capital goods, such as livestock, farm implements, materials for repair and construction of houses, barns, etc., and for subsistence goods until the families are able to provide their own subsistence.

These advances are made directly to the rehabilitant from the Resettlement Administration. The rehabilitant purchases his own goods according to a budget made for him by the local representative of the Resettlement Administration.

Security for Loans.—Loans are secured by notes and mortgages and are repayable within a reasonable time.

Agricultural Extension Service Cooperates.—The Agricultural Extension Service undertakes joint responsibility for investigating the needs and qualifications of rehabilitants, and for laying out and supervising the execution of a program of home and farm management for each case.

Families Eligible for Rural *Rehabilitation* Program.—Any farm family eligible for relief may be accepted for rehabilitation upon the recommendation of the Federal Emergency Relief Administration or other agency authorized to investigate need for public aid.

Application for Rural *Rehabilitation*.—Applications for rural resettlement are made to the local relief administrator or to the county farm agent or home demonstration agent, or to a representative of the Resettlement Administration.

Area Encompassed by Resettlement Program.—The program is being put into effect in practically all States, but is developing most rapidly in those areas, such as the cotton and tobacco belts, where a larger part of the rural population is destitute.

***Rural Resettlement Division**

This Division cooperates with other agencies and other divisions to formulate a program of resettlement of families removed from areas purchased, or elsewhere. The Division also initiates proposals and plans for such projects.

Administration of Rural Resettlement Program.—The program of rural resettlement is administered by regional directors of the Rural Resettlement Division.

Relocation of Families.—If the land on which a family is located is too unprofitable to provide a satisfactory living, the family is removed to better land. Removal may be from any land whether Government purchased or not. Groups or individual families may be thus relocated. A few thousand families are being rehabilitated in organized rural communities, and up to 50,000 families will be assisted in relocating on better land.

Families Eligible for Rural Resettlement.—Any farm family eligible for relief may be accepted for rehabilitation upon the recommendation of the Federal Emergency Relief Administration or other agency authorized to investigate need for public aid.

Security for Loans.—Loans are secured by notes and mortgages and are repayable within a reasonable time.*

Suburban Resettlement Division

The initiating, planning and, after approval, the construction of projects for low-cost housing communities in suburban areas adjacent to industrial centers is charged to this Division.

Supervises Certain Projects Begun by the Division of Subsistence Homesteads.—This Division has charge of certain projects turned over to it by the Division of Subsistence Homesteads of the Department of the Interior which was transferred to the Resettlement Administration by Executive order of the President. Those projects on which considerable work has been done will be completed; others will be held for further analysis. Applications for employment on these projects are made locally to the National Re-employment Service.

Funds for Construction of Low-cost Housing Communities.—These communities are constructed with funds allotted to the Resettlement Administration under the Works Program.

Management Division

Application for Project Occupation.—Inquiries relative to eligibility for membership in communities are directed to project managers. A list of communities and their managers can be obtained from the Management Division, Resettlement Administration, Washington, D. C.

Management Division Assists in Organization of Community.—The Division assists in the organization of community or cooperative associations on the projects, assists in the adjustment of school, tax and economic relations of the projects to the surrounding counties and States, and undertakes the guidance, and in some cases the support, of educational and recreational facilities. It also advises, and,

in some cases, assists industry, handicraft, trading posts and agricultural marketing.

Trains Community Managers.—The Division has training courses in Washington for Community Managers.

Applications Reviewed to Determine Conformation with Regulations.—Upon receipt by the Resettlement Administration of a project application, it is thoroughly examined to determine its usefulness and feasibility and whether or not the proposal conforms with regulations laid down by the Resettlement Administrator.

Notification of Approval of Projects.—Notification of approval of projects will be made by the regional office of the Resettlement Administration.

REGIONAL DIRECTORS AND ASSISTANT DIRECTORS

Resettlement Administration

| Region | States | Director and assistant director | Headquarters |
|-----------|---|---|--|
| I..... | New England States, New York, Pennsylvania, New Jersey, Delaware, Maryland, and the District of Columbia. | A. W. Manchester, Mrs. Dorothy M. Beck. | 393 Chapel Street, U. S. Rubber Tire Co. Building, New Haven, Conn. |
| II..... | Minnesota, Wisconsin, and Michigan. | R. I. Nowell..... | 119 East Washington Avenue, Madison, Wis. |
| III..... | Ohio, Missouri, Indiana, Illinois, and Iowa. | E. A. Norton, R. C. Smith..... | Central School Building, Hill and Randolph Streets, Champaign, Ill. |
| IV..... | Virginia, West Virginia, Kentucky, Tennessee, and North Carolina. | H. B. Mask, James M. Gray..... | Dixie Building, Raleigh, N. C. |
| V..... | South Carolina, Georgia, Alabama, and Florida. | Philip Weltner, W. A. Hartman. | Standard Club Building, 305 Montgomery Street, Montgomery, Ala. |
| VI..... | Mississippi, Louisiana, and Arkansas. | T. Roy Reid, B. M. Gile..... | Federal Bank and Trust Building, Seventh and Main Streets, Little Rock, Ark. |
| VII..... | North Dakota, South Dakota, Kansas, and Nebraska. | Sherman E. Johnson, Cal A. Ward. | Union Terminal Building, Lincoln, Nebr. |
| VIII..... | Texas and Oklahoma..... | D. P. Trent, C. P. Blackwell. | Gardiner Hall, Oklahoma A. & M. College, Stillwater, Okla. |
| IX..... | California, Nevada, Utah, Arizona, and New Mexico. | Jonathan Garst..... | 409 American Trust Building, Berkeley, Calif. |
| X..... | Colorado, Wyoming, and Montana. | E. A. Starch..... | 810 Fourteenth Street, Denver, Colo. |
| XI..... | Washington, Oregon, Idaho, and Alaska. | Walter Duffy..... | 416 Mayer Building, Portland, Oreg. |

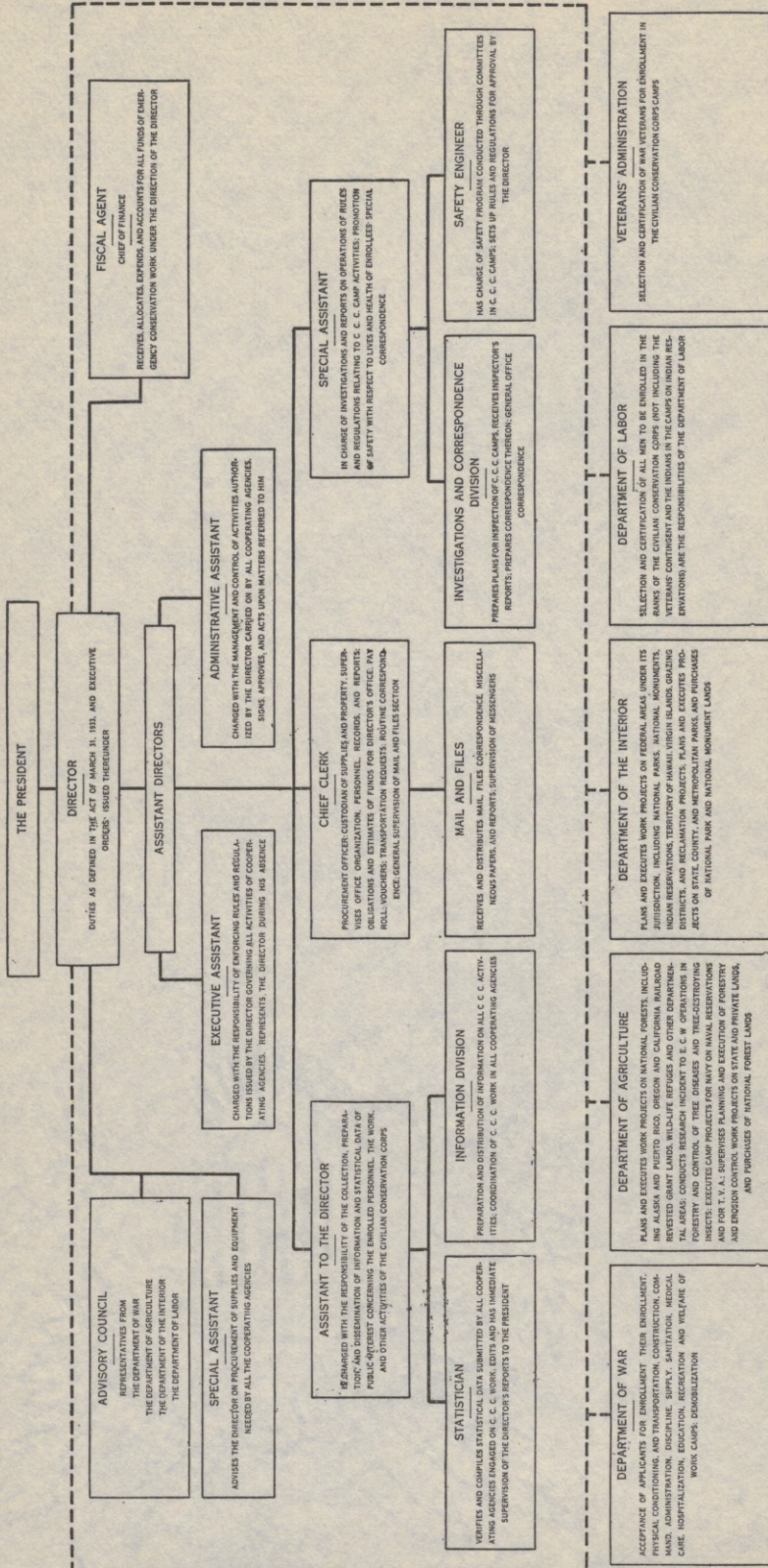
Approved:

REXFORD G. TUGWELL,
Administrator.

LEE PRESSMAN,
General Counsel.

EXHIBITION CONCERNING THE

EMERGENCY CONSERVATION WORK



EMERGENCY CONSERVATION WORK

OFFICERS

ROBERT FECHNER, *Director*; J. J. MCENTEE, *Assistant Director*; CHARLES H. TAYLOR, *Assistant Director*; GUY D. MCKINNEY, *Assistant to the Director*; CAPTAIN W. S. ZANE, *Special Assistant to the Director*; CLARA B. HOLBROOK, *Secretary to the Director*; and ADDIE A. HUGHES, *Chief Clerk*

* ADVISORY COUNCIL TO THE DIRECTOR

DUNCAN K. MAJOR, JR., *Colonel, representing the Secretary of War*; ARNO B. CAMMERER, *Director National Park Service, representing the Secretary of the Interior*; F. A. SILCOX, *Chief Forest Service, representing the Secretary of Agriculture*, and W. FRANK PERSONS, *representing the Secretary of Labor*.*

Information, Room 1530, Postoffice Building, Thirteenth Street and Pennsylvania Avenue NW., Washington, D. C.

Telephone DIstrict 2900, Branches 853 and 873

Creation and Authority.—The Emergency Conservation Work, familiarly known as the Civilian Conservation Corps, was created by Executive Order No. 6101, dated April 5, 1933, under authority of Public Act No. 5, Seventy-third Congress, approved March 31, 1933. Funds were made available and work was executed under the following Executive orders: no. 6126, May 8, 1933; no. 5147, May 26, 1933; no. 6160, June 7, 1933; no. 6200, July 7, 1933; no. 6208, July 21, 1933; no. 6684, April 19, 1934; no. 6766, June 29, 1934; no. 6787, June 30, 1934. Additional authority was given Emergency Conservation Work by the following Executive orders: no. 7029, April 30, 1935; no. 7034, May 6, 1935; and no. 7046, May 20, 1935; *no. 7060, June 5, 1935; no. 7070, June 12, 1935; no. 7083, June 24, 1935; no. 7092, July 3, 1935; no. 7125, August 5, 1935; no. 7129, August 5, 1935; no. 7151, August 21, 1935; no. 7157, August 23, 1935; no. 7158-A, August 23, 1935; and no. 7190, September 25, 1935,* issued under authority of the Emergency Relief Appropriation Act of 1935.

Purpose.—The purpose of the Emergency Conservation Work is to relieve acute conditions of distress and unemployment in the United States and to provide for the restoration of the country's natural resources and the advancement of an orderly program of extensive public works.

Organization.—The affairs and activities of Emergency Conservation Work are directed by the Director in cooperation with an advisory council composed of representatives of the Departments of War, the Interior, Agriculture, and Labor. The Director is assisted

by officers of these departments and by a staff of administrative, special, and technical assistants. The principal functional agencies taking part in Emergency Conservation Work are the following: Office of the Director, Chief of Finance of the Army; Department of Labor, Veterans' Administration, Department of War, Department of the Interior, and the Department of Agriculture.

ACTIVITIES

Office of the Director

General Supervision of Emergency Conservation Work.—The Director approves general policies, directs and coordinates the activities of the whole organization, and executes the law and executive orders issued thereunder, relating to Emergency Conservation Work, carried on by various agencies of the Government.

Director Appoints Personnel.—This official appoints the personnel other than enrollees who go to the C. C. C. camps, with the exception of personnel assigned to Emergency Conservation Work by the Departments of War, the Interior, Agriculture, and Labor.

Fiscal Affairs Conducted by Chief of Finance of Army.—Under the provisions of Executive Order No. 6101-A, April 10, 1933, the Chief of Finance of the Army is authorized to handle all funds pertaining to and expended for the relief of unemployment through the performance of useful public work under the direction of the Director of the Emergency Conservation Work.

Method of Selecting Enrollees for C. C. C. Camps.—The selection of these men is the responsibility of the Department of Labor. All men (except the veterans' contingent and Indians in camps on Indian reservations) are selected on a State-quota basis by the Department of Labor and certified to the Department of War for enrollment and mobilization in camps.

Application Forms Furnished by Local Agencies.—If the men invited desire to enroll for C. C. C. camps, they make formal application on a form furnished by the local agency. The selecting agency approves the application, certifying the applicant to the Department of War for enrollment. The Department of Labor designates State agencies and those agencies designate county or local welfare, relief, or other units which review relief lists and select names of eligible men to be invited to enroll in the Civilian Conservation Corps.

Enrollees Classified into Five Groups.—The following classifications of camp enrollees is made:

(a) *Juniors*: The Department of Labor selects, as juniors, young, unmarried men between the ages of *17* and 28, and requires them to make an allotment of not less than \$22 a month to a dependent.

(b) *Cooks and mess stewards*: Upon request of the corps area commander, the field agents of the Department of Labor select and certify a maximum of four men per company possessing suitable qualifications as cooks, and waives requirements pertaining to juniors as to age, marital status, and allotment.

(c) *Local experienced men*: Men experienced in work in the woods may be selected free from restriction as age, marital status, or willingness to allot part of their pay, but they may not be employed outside the State in which they are resident.

(d) *Veterans*: These groups are selected by the Veterans' Administration, and they are composed of individuals who have served the United States in certain wars. They are chosen without regard to age and marital status, but are required to allot three-fourths of their pay to dependents, providing they have dependents.

(e) *Others*: From time to time the Director, Emergency Conservation Work authorizes the enrollment of small groups, such as forestry students, artists, etc.

Cooperation Provided by Veterans' Bureau.—The central office of the Bureau, in Washington, in coordination with the Department of War, issues controlling instructions incident to the selection of veterans in the Civilian Conservation Corps, and in connection with changes in allotments of pay.

Regional Offices and Combined Facilities Supply Application Blanks for Veterans.—It is the function of the managers of regional offices and combined facilities of the Veterans' Administration to furnish application blanks, accept completed applications and to select veterans for enrollment to fill basic State quotas and replacement requirements requisitional by corps area commanders within quotas previously authorized by the Washington office. The regional offices and combined facilities also certify and notify veterans of the time and place to report for acceptance by the Department of War; review and pass on all requests from veterans who are members of the Civilian Conservation Corps for change in allotment or beneficiary; and handle correspondence and furnish general information on Emergency Conservation Work.

Selection of Veterans for C. C. C. Camps.—The regional offices and combined facilities (having regional-office functions), and the Chief Contact Division, Central Office, Veterans' Administration, are authorized to select veterans for enrollment in the veterans' contingent of the Civilian Conservation Corps.

Department of War Cooperates with E. C. W. in the Following Functions.—Accepts the men selected by the Department of Labor and the Veterans' Administration; examines physically and enrolls qualified applicants who have been accepted; commands the Civilian Conservation Corps, from the time of acceptance of the men until their final discharge, embracing all the functions of reconditioning,

organization, administration, transportation supply, sanitation, medical care, hospitalization, discipline, welfare, and education; constructs and maintains work camps; furnishes work details from work companies to project superintendents; and demobilizes the Civilian Conservation Corps.

Cooperation of Department of the Interior with E. C. W.—This Department plans and executes work projects on Federal areas under its jurisdiction, including national parks, national monuments, Indian reservations, the Territory of Hawaii, Virgin Islands, grazing districts, reclamation projects. It plans and executes projects on State, county, and metropolitan parks, and purchases of national parks and monuments lands.

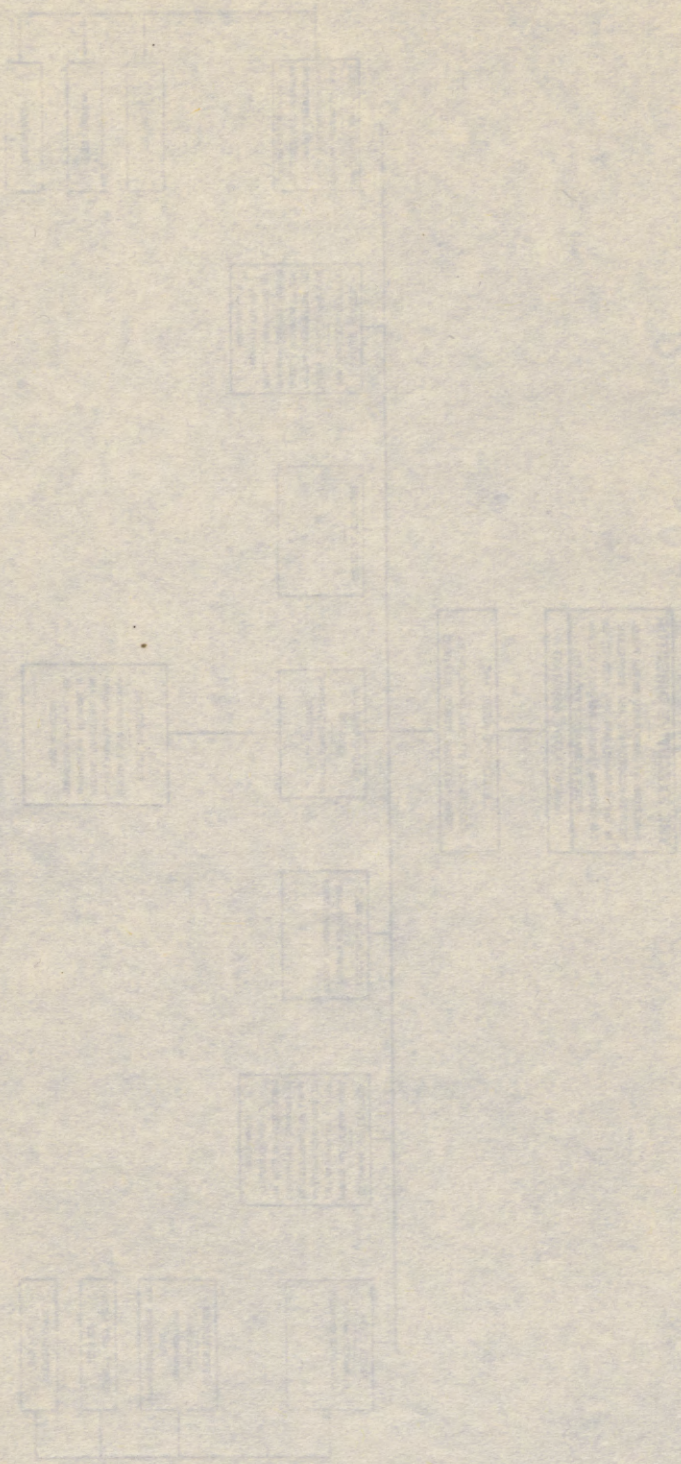
Department of Agriculture Assists in Emergency Conservation Work.—The Department plans and executes work projects on national forests, including Alaska and Puerto Rico, Oregon & California Railroad revested grant lands, wild-life refuges, and other departmental lands; conducts research incident to Emergency Conservation Work operations in forestry and control of tree diseases and tree-destroying insects; camp projects for the Department of the Navy on naval reservations and for the Tennessee Valley Authority; supervises the planning and execution of forestry and erosion-control work projects on State and private lands; and executes purchases of National forest lands.

Approved.

ROBERT FECHNER,
Director of Emergency Conservation Work.
(11-25-35)



UNIVERSITY OF CALIFORNIA LIBRARY



NATIONAL EMERGENCY COUNCIL

OFFICE OF THE EXECUTIVE DIRECTOR

THE EXECUTIVE DIRECTOR
FUNCTIONS AS PRESCRIBED BY THE PRESIDENT TO "COORDINATE" AND "COOPERATE" IN THE "ORGANIZATION AND ACTIVITY" OF THE SEVERAL FEDERAL AGENCIES, COORDINATES INTERAGENCY PROBLEMS
ADMINISTRATIVE ASSISTANT

EXECUTIVE ASSISTANT
CARRIES OUT GENERAL OFFICE OPERATIONS, INCLUDING PUBLIC RELATIONS

CHIEF CLERK
ADMINISTRATES VARIOUS
INTRA-OFFICE SERVICES

OFFICE SERVICE
PROCUREMENT
COMMUNICATION
FILES
APPOINTMENT RECORDS, ETC.

**BUDGET AND AUDIT
SERVICE**

**STENOGRAPHIC
SERVICE**

CONSUMERS' DIVISION
ASSISTS ALL FEDERAL AGENCIES IN HANDLING MATTERS AFFECTING CONSUMERS' INTERESTS THROUGH LOCAL COMMISSIONERS OF THE FIELD AND AN ECONOMIC STATISTICAL SERVICE IN WASHINGTON

ECONOMIC ADVISER
PREPARES REPORTS AND SPECIAL ECONOMIC STUDIES

**FIELD OPERATIONS
DIVISION**
ROUTINE ADMINISTRATION OF FIELD ACTIVITIES

STATE DIRECTORS
WITHIN THEIR RESPECTIVE STATES MAINTAIN COORDINATING, REPORTING AND ADVISORY FUNCTIONS IN CONNECTION WITH ALL FEDERAL ACTIVITIES

GENERAL COUNSEL

**UNITED STATES
INFORMATION SERVICE**
MAKES AVAILABLE GENERAL FACTUAL INFORMATION REGARDING GOVERNMENT ACTIVITIES OF GOVERNMENT AGENCIES ASSISTS PUBLIC IN CONTACTING APPROPRIATE FEDERAL AGENCIES

INFORMATION DIVISION
OBTAINS, COMPILES AND MAKES AVAILABLE FACTUAL INFORMATION REGARDING ALL GOVERNMENT ACTIVITIES AND ORGANIZATION

EDITORIAL

DISTRIBUTION

MECHANICAL

NATIONAL EMERGENCY COUNCIL

COUNCIL MEMBERS

THE PRESIDENT OF THE UNITED STATES

| | |
|---|---|
| THE SECRETARY OF STATE | THE DIRECTOR OF EMERGENCY CONSERVATION WORK |
| THE SECRETARY OF THE TREASURY | THE FEDERAL COORDINATOR OF TRANSPORTATION |
| THE SECRETARY OF WAR | THE GOVERNOR OF THE FARM CREDIT ADMINISTRATION |
| THE ATTORNEY GENERAL | THE ADVISER ON CONSUMERS' PROBLEMS |
| THE POSTMASTER GENERAL | THE ADMINISTRATOR OF THE NATIONAL RECOVERY ADMINISTRATION |
| THE SECRETARY OF THE NAVY | THE FEDERAL HOUSING ADMINISTRATOR |
| THE SECRETARY OF THE INTERIOR | THE PRESIDENT OF THE EXPORT-IMPORT BANKS OF WASHINGTON, D. C. |
| THE SECRETARY OF AGRICULTURE | THE CHAIRMAN OF THE FEDERAL DEPOSIT INSURANCE CORPORATION |
| THE SECRETARY OF COMMERCE | THE CHAIRMAN OF THE FEDERAL POWER COMMISSION |
| THE SECRETARY OF LABOR | THE CHAIRMAN OF THE FEDERAL COMMUNICATIONS COMMISSION |
| THE DIRECTOR OF THE BUDGET | THE CHAIRMAN OF THE SECURITIES AND EXCHANGE COMMISSION |
| THE SECRETARY TO THE PRESIDENT | THE GOVERNOR OF THE FEDERAL RESERVE BOARD |
| THE HON. L. W. ROBERT, JR., ASSISTANT SECRETARY OF THE TREASURY | THE EXECUTIVE DIRECTOR |
| THE ADMINISTRATOR OF AGRICULTURAL ADJUSTMENT | |
| THE ADMINISTRATOR OF FEDERAL EMERGENCY RELIEF | |
| THE CHAIRMAN OF THE BOARD OF THE RECONSTRUCTION FINANCE CORPORATION | |
| THE CHAIRMAN OF THE BOARD OF THE TENNESSEE VALLEY AUTHORITY | |
| THE CHAIRMAN OF THE FEDERAL HOME LOAN BANK BOARD | |
| THE CHAIRMAN OF THE FEDERAL TRADE COMMISSION | |

OFFICERS

FRANK C. WALKER, *Executive Director*; FRED A. IRONSIDE, JR., *Administrative Assistant and General Counsel*; EUGENE S. LEGGETT, *Executive Assistant*; ELIZABETH PRESLEY, *Chief Clerk*; and HARRIET M. ROOT, *Chief, United States Information Service*

Information, Room 411, Commercial National Bank Building, Fourteenth and G Streets NW., Washington, D. C.

Telephone, DIstrict 2370

Creation and Authority.—The National Emergency Council was created by the President's Executive Order No. 6433-A, dated November 17, 1933. The Executive Council was established by Executive Order No. 6202-A, July 11, 1933, and the Industrial Emergency Committee was established by Executive Order No. 6770, dated June 30, 1934, as amended by Executive Order No. 6860, dated September 27, 1934.

The Executive Council and the functions and duties of the Industrial Emergency Committee were merged with the National Emergency Council on October 29, 1934, by the President's Executive Order No. 6889-A. In order to carry out the provisions of Public Resolution No. 11, the President, by Executive Order No. 7073, of June 13, 1935, reestablished the National Emergency Council as theretofore constituted. The order became effective June 15, 1935.

Purpose.—The functions of the National Emergency Council are: (a) To provide for the orderly presentation of business to the President; (b) to coordinate interagency problems of organization and activity of Federal agencies; (c) to coordinate and make more efficient and productive the work of the field agencies of the Federal Government; (d) to cooperate with any Federal agency in performing such activities as the President may direct; and (e) to serve in an advisory capacity to the President and the Executive Director of the National Emergency Council.

Organization.—The National Emergency Council's executive organization includes the office of the Executive Director; office of the Administrative Assistant and General Counsel; office of the Executive Assistant; office of the Chief Clerk; the Field Operations Division and 48 State Directors; the United States Information Service;* and an Editorial and Distribution Section.

ACTIVITIES

Functions and Duties of the Council.—These are prescribed from time to time by the President.

Rules and Regulations.—Such rules and regulations as are necessary to effectuate the Council's purposes are prescribed by the Executive Director and approved by the President.

Execution of Functions.—The Executive Director is authorized to execute the functions and to perform the duties vested in the Council by the President.

Reports and Studies of Governmental Activities.—The administrative office of the National Emergency Council prepares for the President at regular intervals reports and studies of the activities of the Government departments and agencies.

Distribution of Information to Government Agencies.—The administrative office also assembles for distribution among the departments and agencies of the Government information relative to administrative activities of the several executive agencies.

Publishes and Distributes the United States Government Manual.—This textbook of authenticated information concerning the methods of operation followed by the various Federal Government units is kept currently revised by the administrative office, the revisions being distributed to all offices or individuals using the book.

General Information Supplied.—The United States Information Service, established by the National Emergency Council in March 1934, makes available general information concerning all phases of Governmental activity. This service is provided for all who submit questions by mail, telephone, or personal call. The United States Information Service is kept currently informed of Executive orders, changes in departmental organization, and other developments of public interest.

Operations of Field Representatives.—In each State the National Emergency Council has a field representative. The major activities of these State Directors for the Council are:

1. To operate clearing houses for information concerning Federal emergency agencies; (a) answering and referring inquiries from within the State to Federal agencies within the State, if possible, or otherwise to Washington; and (b) providing factual information concerning Federal activities within the State.

2. To serve as chairmen of committees composed of the chief State representatives of the various Federal agencies; through which committees cooperative relationships are maintained between the Federal agencies.

3. To serve as liaison officers between the Federal agencies as a group and the State administrations in the cooperative development and administration of Federal and State emergency programs.

4. To prepare confidential reports to the Executive Director every 2 weeks for the consideration of the National Emergency Council. These contain reviews of progress of each Federal agency in the State, including a critical appraisal of the effectiveness of the work and the extent to which needs are being met.

OFFICES OF STATE DIRECTORS

(National Emergency Council)

ALABAMA: 201 Liberty National Life Building, Birmingham.

ARIZONA: 704 Heard Building, Phoenix.

ARKANSAS: 430 Donaghey Building, Little Rock.

CALIFORNIA: Suite 300, 725 South Spring Street, Los Angeles.

COLORADO: 725 U. S. National Bank Building, Denver.

CONNECTICUT: 302-3 Federal Building, Hartford.

DELAWARE: 218 Delaware Trust Building, Wilmington.

FLORIDA: U. S. Federal Building, Jacksonville.

GEORGIA: Post-office box 1553, Atlanta.

IDAHO: 402 Federal Building, Boise.

ILLINOIS: Room 500, Wrigley Building, 400 North Michigan Avenue, Chicago.

INDIANA: Fifth floor, Chamber of Commerce Building, Indianapolis.

IOWA: 418 Old Federal Building, Des Moines.

KANSAS: X-2 Federal Building, Topeka.

KENTUCKY: 413 Federal Building, Louisville.

LOUISIANA: 720 Hibernia Bank Building, New Orleans.

MAINE: 425 Main Street, Rockland.

MARYLAND: 130 Customhouse, Baltimore.

MASSACHUSETTS: 1634 Federal Building, Post Office Square, Boston.

MICHIGAN: 415 Federal Building, Detroit.

MINNESOTA: *New Post Office and Customs House, St. Paul.*

MISSISSIPPI: 613 Standard Life Building, Jackson.

MISSOURI: Room 1201, Mississippi Valley Trust Building, St. Louis.

MONTANA: 604 Power Block Building, Helena.

NEBRASKA: 229 Post Office Building, Omaha.

NEVADA: Old Federal Building, Reno.

NEW HAMPSHIRE: 9 Capitol Street, Concord.

NEW JERSEY: 313 Industrial Office Building, 1060 Broad Street, Newark.

NEW MEXICO: 101 Post Office Building, Santa Fe.

(10-24-35)

NEW YORK: 30 Church Street, New York City.
 NORTH CAROLINA: 207 Federal Building, Durham.
 NORTH DAKOTA: Room 5, Eltinge Building, 202½ Third Street, Bismarck.
 OHIO: 520 Bulkley Building, Cleveland.
 OKLAHOMA: 207 Cotton Grain Exchange Building, Oklahoma City.
 OREGON: 407 Park Building, Park and Alder Streets, Portland.
 PENNSYLVANIA: 202 Arcade Building, 219 Walnut Street, Harrisburg.
 RHODE ISLAND: National Exchange Bank Building, 17 Exchange Street, Providence.
 SOUTH CAROLINA: Loan and Exchange Bank Building, Columbia.
 SOUTH DAKOTA: 409 Citizens National Bank Building, Sioux Falls.
 TENNESSEE: 210 Federal Building, Memphis.
 TEXAS: 1011 Frost Bank Building, San Antonio.
 UTAH: 404 Boston Building, Salt Lake City.
 VERMONT: 406 Federal Building, Rutland.
 VIRGINIA: 701-702 American Building, Richmond.
 WASHINGTON: 1314 Exchange Building, Seattle.
 WEST VIRGINIA: 1801 Kanawha Valley Bank Building, Charleston.
 WISCONSIN: 2100 Mariner Tower, Milwaukee.
 WYOMING: 332 Wyoming National Bank Building, Casper.
 ALASKA: Juneau.

Approved.

FRANK C. WALKER,
Executive Director.
 FRED A. IRONSIDE, Jr.,
General Counsel.
 (10-24-35)

NATIONAL BITUMINOUS COAL COMMISSION

MEMBERS

C. F. HOSFORD, JR., *Chairman*; GEORGE E. ACRET, WALTER H. MALONEY, C. E. SMITH, and PERCY TETLOW, *Commissioners*

Information, Room 809, Carry Building, 927 Fifteenth Street NW., Washington, D. C.

Telephone NATIONAL 4830

Creation and Authority.—The National Bituminous Coal Commission was created under authority of the Bituminous Coal Conservation Act of 1935, approved August 30, 1935.

Purpose.—The Commission was organized on September 21, 1935, to administer the Bituminous Coal Conservation Act of 1935 in order to conserve the bituminous coal resources of the United States; to stabilize the bituminous coal mining industry and to promote interstate commerce; to promulgate a bituminous coal code and to study and report upon the problems confronting the bituminous coal industry.

Organization.—The Commission is composed of five Commissioners appointed by the President, by and with the advice and consent of the Senate. The statutory term of office is four years. Also consists of the Office of the Secretary, Legal Division, the Price Division, the Statistical Division, Information and Editing Division, Special Technical Staff, and the Accounting Division. The act divides the country into nine price areas and provides for the organization of twenty-three district boards.

ACTIVITIES

Functions of the Commission.—The primary duties of the Commission are the following: The promulgation and organization of a code and determining what producers are entitled to membership reporting code members to the Department of Internal Revenue for proper tax assessments; formulating rules and regulations for hearings before the Commission and approving rules, regulations, and actions of the district boards; approving, disapproving, or modifying price determinations on all bituminous coal produced in the United States or Alaska; collecting and correlating production and distribution cost data of the twenty-three district boards; finding the

Complete new section.

(12-24-35)

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facts concerning violations or unfair methods of competition and on occasions of review certifying the facts to the several courts. The Commission is required to study and report upon diverse problems confronting the coal industry including conservation of coal resources; economic and safe operation of mines; rehabilitation of displaced mine labor; lowering the distribution cost for the benefit of the consumer, and reporting upon the necessity for control and allotment of production.

Intervenes in Cases Before Interstate Commerce Commission.—The National Bituminous Coal Commission is authorized and empowered to intervene in all rate cases before the Interstate Commerce Commission affecting the rates and transportation of coal.

Supplemental Agencies.—There is created a Bituminous Coal Labor Board in the Department of Labor and the Commission is required to enforce its orders. The act further provides for a Consumers' Counsel, independent of the Commission, but who may require the Commission to furnish him with such information and data as he requests, and may appear in any proceeding before the Commission in the interest of the consuming public.

Approved.

C. F. HOSFORD, Jr.,
Chairman.

(12-24-35)

THE PETROLEUM ADMINISTRATION

THE PRESIDENT

DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20500

DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT

Under the direction of the Secretary of the Interior, the Bureau of Land Management is responsible for the management and disposal of the public lands of the United States. The Bureau is organized into several divisions and offices, each with specific responsibilities.

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THE PETROLEUM ADMINISTRATION

THE PRESIDENT

DEPARTMENT OF THE INTERIOR THE ADMINISTRATOR AND SECRETARY OF THE INTERIOR

IS RESPONSIBLE FOR THE ADMINISTRATION AND ENFORCEMENT OF THE
CODE OF FAIR COMPETITION FOR THE PETROLEUM INDUSTRY AND THE
CONNALLY OIL LAW

DEPARTMENT OF THE INTERIOR DIVISION OF INVESTIGATIONS

OIL ENFORCEMENT UNIT

FUNCTIONS AS THE FIELD INVESTIGATIVE DIVISION OF THE PETROLEUM
ADMINISTRATION AND DEALS WITH COMPLAINTS RELATING TO INDUSTRIAL
AND LABOR QUESTIONS. IS CHARGED WITH COLLECTING EVIDENCE FOR
CONSIDERATION IN PROSECUTING VIOLATORS

FIELD

DEPARTMENT OF THE INTERIOR FEDERAL PETROLEUM AGENCY NO. 1

TYLER, TEXAS

FUNCTIONS AS AN ADMINISTRATIVE AND INVESTIGATIVE AGENCY IN
CONNECTION WITH TENDERS PRESENTED TO THE FEDERAL TENDER
BOARD NO. 1 UNDER THE CONNALLY OIL LAW

DEPARTMENT OF THE INTERIOR FEDERAL TENDER BOARD NO. 1

TYLER, TEXAS

ADVISES AND ASSISTS THE ADMINISTRATOR IN CONJUNCTION WITH THE
PETROLEUM ADMINISTRATIVE BOARD ON ALL PROBLEMS IN CONNECTION
WITH THE ADMINISTRATION AND ENFORCEMENT OF THE CONNALLY OIL
LAW. ADMINISTERS THE REGULATIONS ISSUED THEREUNDER, AND ISSUES
FEDERAL TENDERS FOR THE MOVEMENT OF LEGALLY PRODUCED
PETROLEUM AND ITS PRODUCTS IN INTERSTATE COMMERCE

DEPARTMENT OF THE INTERIOR PETROLEUM ADMINISTRATIVE BOARD

ADVISES AND ASSISTS THE ADMINISTRATOR ON ALL PROBLEMS IN CON-
NECTION WITH THE ADMINISTRATION AND ENFORCEMENT OF THE CODE OF
FAIR COMPETITION FOR THE PETROLEUM INDUSTRY AND THE CONNALLY
OIL LAW, INCLUDING THE REVIEW OF AND THE MAKING OF RECOMMEND-
ATIONS TO THE ADMINISTRATOR WITH RESPECT TO ALL RECOMMENDATIONS
OF THE PLANNING AND COORDINATION COMMITTEE

DEPARTMENT OF THE INTERIOR PETROLEUM LABOR POLICY BOARD

CONSULTS AND ADVISES WITH THE PETROLEUM ADMINISTRATOR AND
WITH THE PLANNING AND COORDINATION COMMITTEE WITH RESPECT TO
LABOR POLICIES AND LABOR PROVISIONS OF THE PETROLEUM CODE AND
MAKES RECOMMENDATIONS TO THE ADMINISTRATOR WITH REGARD
THEREON. INVESTIGATES, CONDUCTS HEARINGS, AND RENDERS DECISIONS
ON COMPLAINTS ARISING UNDER SECTION 7, ARTICLE II OF THE PETRO-
LEUM CODE AND SECTION 7 (A) OF THE NATIONAL INDUSTRIAL RECOVERY
ACT. INVESTIGATES LABOR DISPUTES IN THE PETROLEUM INDUSTRY AND
ACTS IN CAPACITY OF A MEDIATION AND CONCILIATION BOARD AND, UPON
JOINT REQUEST OF THE PARTIES TO THE DISPUTE, AS A BOARD OF
ARBITRATION

FIELD

PLANNING AND COORDINATION COMMITTEE

IS COMPOSED OF REPRESENTATIVES OF THE INDUSTRY. FUNCTIONS IN AN
ADVISORY AND COMPLIANCE CAPACITY. MOST OF ITS ACTIONS ARE SUB-
JECT TO THE APPROVAL OR DISAPPROVAL OF THE ADMINISTRATOR. LACKS
PUNITIVE POWER BUT MAY RECOMMEND PROSECUTIONS TO THE PETRO-
LEUM ADMINISTRATION FOR TRANSMISSION TO THE DEPARTMENT OF
JUSTICE. MAINTAINS DISTRICT, REGIONAL, STATE, AND MANY LOCAL SUB-
COMMITTEES AS A FIELD ORGANIZATION

PLANNING AND COORDINATION SUBCOMMITTEES

REGIONAL COMMITTEES

STATE AND LOCAL COMMITTEES

ADVISORY TO ADMINISTRATOR

UNITED STATES BUREAU OF MINES

ASSISTS IN DETERMINING MONTHLY DEMAND FOR CRUDE OIL AND GASO-
LINE AND ALLOCATIONS OF PRODUCTION TO MEET DEMAND AND STOCK
INVENTORY NEEDS

UNITED STATES GEOLOGICAL SURVEY

ASSISTS IN CONSIDERING PLANS FOR DEVELOPING NEWLY DISCOVERED OIL
POOLS IN ACCORDANCE WITH SCIENTIFIC AND ENGINEERING PRINCIPLES

LEGAL DIVISION

ASSISTS DEPARTMENT OF JUSTICE IN PREPARATION OF CASES IN CON-
NECTION WITH THE ENFORCEMENT OF THE CODE OF FAIR COMPETITION FOR
THE PETROLEUM INDUSTRY AND CONNALLY OIL LAW, AND ADVISES THE
PETROLEUM ADMINISTRATOR THROUGH THE CHAIRMAN OF THE BOARD
WITH RESPECT TO LEGAL MATTERS INVOLVED IN THE ADMINISTRATION
OF THE CODE. DRAFTS EXECUTIVE AND ADMINISTRATIVE ORDERS FOR
THE ADMINISTRATOR AND SECRETARY OF THE INTERIOR

FIELD OFFICES

TYLER, TEXAS
LOS ANGELES, CALIFORNIA
SEATTLE, WASHINGTON
JERSEY CITY, NEW JERSEY
DENVER, COLORADO

PRODUCTION AND REFINING DIVISION

CONSIDERS ALL PROBLEMS AFFECTING THE PRODUCING AND REFINING OF
PETROLEUM AND ITS PRODUCTS AND THE DEVELOPMENT OF NEWLY DIS-
COVERED FIELDS. IS CHARGED WITH THE RESPONSIBILITY FOR MAKING
ECONOMIC REPORTS AND STATISTICAL ANALYSES AND RECOMMENDATIONS
TO THE BOARD WITH RESPECT TO PRODUCING, REFINING, AND
DEVELOPMENT

MARKETING DIVISION

CONSIDERS ALL PROBLEMS AFFECTING THE MARKETING OF PETROLEUM
AND ITS PRODUCTS AND IS CHARGED WITH THE RESPONSIBILITY FOR MAK-
ING ECONOMIC REPORTS AND STATISTICAL ANALYSES AND RECOMMENDA-
TIONS TO THE BOARD WITH RESPECT TO MARKETING

FIELD OFFICES

CHICAGO, ILLINOIS
JERSEY CITY, NEW JERSEY
SEATTLE, WASHINGTON
LOS ANGELES, CALIFORNIA
DENVER, COLORADO

THE PETROLEUM ADMINISTRATION

ADMINISTRATOR

HAROLD L. ICKES, *Secretary of the Interior*

PETROLEUM ADMINISTRATIVE BOARD

(Vacancy)*, Chairman*; NORMAN L. MEYERS, **Executive Secretary; DR. JOHN FREY, and E. B. SWANSON; SAMUEL GOODACRE, *Administrative Assistant*

PETROLEUM LABOR POLICY BOARD

**(Vacancy)*, Chairman*; DR. JOHN A. LAPP, *Member (Vacancy)*

FEDERAL TENDER BOARD No. 1

* JAMES O. FREAR, *Chairman*, JOHN F. DAVIS, * and C. L. WATERBURY *, *Members*. Address, Kilgore, Tex., and 304 Federal Building, Tyler, Tex.

FEDERAL PETROLEUM AGENCY No. 1

304 Federal Building, Tyler, Tex.

DIVISION OF INVESTIGATION, INTERIOR DEPARTMENT, OIL ENFORCEMENT UNIT, LOUIS R. GLAVIS, *Director*; RHODES MCPHAIL, and B. W. McLAUGHLIN, *Assistant Directors*

Information, Room 201, 1729 New York Avenue NW., Washington, D. C.

Telephone, District 1324, Branch 13

Creation and Authority.—Subsequent to the invalidation on January 7, 1935, of Section 9 (c) of the National Industrial Recovery Act, under which the Petroleum Administration originally was set up as a Federal Agency to administer the petroleum code, the Connally law was approved February 22, 1935, and the duties of administering this law were vested in the Secretary of the Interior. The Connally law prohibits the shipment in interstate commerce of petroleum or its products produced in excess of the amount permitted by State law.

The Petroleum Administrator created the Petroleum Administrative Board September 13, 1933, to assist and advise with respect to matters incident to the administration of the code and the provisions of the National Industrial Recovery Act with respect to petroleum, and it has continued to function under the Connally Act. The Administrator likewise created the Petroleum Labor Policy Board to assist and advise in matters concerning the labor provisions of the petroleum code, while the Division of Investigations of the Department of the Interior was designated to carry

on the investigational work incident to the enforcement of the code provisions, Section 9 (c) of the National Industrial Recovery Act, and subsequently some features of the Connally law. Under the Connally law, Federal Tender Board No. 1 was set up in East Texas (March 1, 1935) to pass upon applications for certificates of clearance for oil moving from that area in the interstate or foreign commerce; and the Federal Petroleum Agency No. 1 was established to handle the administrative and investigative functions in the examination of the applications pending before the Federal Tender Board.

Title I of the National Industrial Recovery Act was extended by Joint Resolution (S. J. Res. 113) approved by the President June 14, 1935. On June 15, 1935, the President extended existing NIRA agencies. This Executive Order, No. 7076, applies to the Administrator for the petroleum industry.

ACTIVITIES

Aids Administration of Connally Law.—The Petroleum Administrative Board aids in the administration of the Connally law, which prohibits interstate and foreign commerce of illegal petroleum and petroleum products.

Statistical Studies.—It is now engaged in assembling, analyzing and reporting upon the statistical and other information with respect to the effects of the petroleum code and its subsequent invalidation. It also is completing a study of the cost of crude oil production; a study of the effects of the new pool provisions of the code; a statistical study of a typical marketing area, and a complete history and report of the petroleum industry under the code.

Labor Policy Board.—This agency is making a survey of the effect of the labor provisions of the code and the effects upon labor of the invalidation of the code. It also is preparing a detailed report on labor conditions under the petroleum code.

Enforcement.—The Oil Unit of the Interior Department's Division of Investigations assists in enforcement of the Connally Law, while Federal Tender Board No. 1 and Federal Petroleum Agency No. 1 investigate and pass upon applications for certificates of clearance for interstate shipment of crude oil out of east Texas under terms of the Connally law.

Finances.—Funds for the activities of the Petroleum Administrative Board and the Petroleum Labor Policy Board are obtained from allotments from the funds of the Federal Emergency Administration of Public Works in accordance with the provisions of the National Industrial Recovery Act. An appropriation of \$500,000 was carried in the Second Deficiency Appropriation Act, approved August 12, 1935, to cover the expenses incident to administration of the Connally law.

FIELD OFFICES

Petroleum Administrative Board, 4020 Board of Trade Building, 141 West Jackson Street, Chicago, Ill.

Petroleum Administrative Board, 531 Fourth and Pike Building, Seattle, Wash.

Petroleum Administrative Board, 910 Security Title Insurance Building, 530 West Sixth Street, Los Angeles, Calif.

Petroleum Administrative Board, United States National Bank Building, 817 Seventeenth Street, Denver, Colo.

Approved.

HAROLD L. ICKES,
Administrator of the Petroleum Industry.

(10-24-35)

* NATIONAL RESOURCES COMMITTEE *

MEMBERS

HAROLD L. ICKES (*Secretary of the Interior*), *Chairman*; GEORGE H. DERN (*Secretary of War*); HENRY A. WALLACE (*Secretary of Agriculture*); DANIEL C. ROPER (*Secretary of Commerce*); FRANCES PERKINS (*Secretary of Labor*); HARRY L. HOPKINS (*Emergency Relief Administrator*); *FREDERIC A. DELANO; *CHARLES E. MERRIAM; WESLEY C. MITCHELL

ADVISORY COMMITTEE

FREDERIC A. DELANO, *Chairman*; CHARLES E. MERRIAM; WESLEY C. MITCHELL

STAFF

CHARLES W. ELIOT, 2d, *Executive Officer*; HAROLD MERRILL, *Assistant Executive Officer*; G. C. DICKENS, *Administrative Assistant*

Information, Room 1016, Department of the Interior Building, Eighteenth and F Streets NW., Washington, D. C.

Telephone, DIstrict 1820, Branch 522

Creation and Authority.—The National Resources Board was created on June 30, 1934, by Executive Order No. 6777 under authority of the National Industrial Recovery Act (Public, No. 67, 73d Cong.). By the same authority it became successor to the National Planning Board of the Federal Emergency Administration of Public Works and acquired all of that board's powers, duties, records, personnel, equipment, and funds. This order likewise abolished the Committee on National Land Problems, created by Executive Order No. 6693, of April 28, 1934. *By Executive Order No. 7065, dated June 7, 1935, the National Resources Board was abolished and the National Resources Committee established, effective June 15, 1935.*

Purpose.—The functions of the Committee are to prepare and present to the President a program and plan of procedure dealing with the physical, social, governmental, and economic aspects of public policies for the development and use of land, water, and other national resources, and such related subjects as may from time to time be referred to it by the President.

Organization.—The Committee consists of 9 members appointed by the President. There is also an advisory committee of 3 members, to which additional members may be added from time to time by order of the President. A technical committee with no fixed membership or tenure of office was authorized to be selected by the Committee. The

technical advisers of the Committee have been grouped in sections on land, water, etc., each with a steering committee. The former Land Planning Committee continues its studies under the land section; the former Mississippi Valley Committee constitutes the water planning committee; and the Planning Committee on Mineral Policy cooperates on mineral studies. Similar additional committees will be set up from time to time. Studies and surveys are under way by the Industrial and Transportation Sections. The present program of the Industrial Section involves research studies relating to the fields of distribution and consumption. The studies of the Transportation Section relate to all phases of transportation facilities and resources. Special studies, as assigned by the President, are likewise undertaken by the Committee from time to time.

Funds.—Allotments totaling \$1,135,000 have been made available by the Public Works Administration.

ACTIVITIES

***Plans, Development, and Use of Land and Water.**—The National Resources Committee collects, prepares, and makes available to the President, with recommendations, plans, data, and information which are helpful to a planned development and use of land, water, and other national resources, and such related subjects as may be referred to it by the President.

Cooperates with Other Agencies on Land Uses.—The Committee consults and cooperates with agencies of the Federal Government, with the States and municipalities or agencies thereof, and with any public or private planning or research agencies or institutions, in carrying out any of its duties and functions.

Provides Other Agencies with Information in Land Development and Use.—The National Resources Committee receives and records all proposed Federal projects involving the acquisition of land (including transfer of land jurisdiction) and land research projects, and in an advisory capacity provides the agencies concerned with such information or data as may be pertinent to the projects. All executive agencies shall notify the National Resources Committee of such projects as they develop, before major field activities are undertaken.*

Approved.

FREDERIC A. DELANO.

(7-24-35)

SOCIAL SECURITY BOARD

BOARD MEMBERS

JOHN G. WINANT, *Chairman*; ARTHUR J. ALTMAYER, and VINCENT M. MILES

OFFICERS

*FRANK BANE, *Executive Director*; MERRILL MURRAY, *Assistant Director*;
HENRY P. SEIDEMANN, *Coordinator*; THOMAS H. ELIOT, *General Counsel**

Information, Room 6111, Department of Labor Building, Fourteenth Street
and Constitution Avenue, Washington, D. C.

Telephone DIstrict 6450

Creation and Authority.—The Social Security Board was established under the provisions of title VII of the Social Security Act (Public, 271, 74th Cong.) approved August 14, 1935.

Purpose.—The Social Security Board was established to carry out the duties authorized under the Social Security Act, and to study and make recommendations as to the most effective methods of providing economic security through social insurance.

Organization.—The Board is composed of three members, appointed by the President by and with the advice and consent of the Senate, not more than two of whom may be of one political party. The President designates the chairman of the Board.

Because of the failure of the Third Deficiency Bill to be enacted at the 1935 session of Congress, there has been no appropriation of funds as authorized under the act.

ACTIVITIES

Old-Age Aid Plans Approved.—The Board approves State plans for old-age assistance, aid to dependent children, and blind assistance, which meet the requirements of the act, and makes grants to States with such approved plans.

Unemployment Compensation Laws.—The Board also approves State unemployment compensation laws which meet the requirements of the act. Contributions by employers to such approved unemployment compensation laws will be allowed credit against a Federal tax. The Board also makes grants to such States with approved laws to cover their costs of administration.

It will also administer title II of the Social Security Act dealing with Federal old-age benefits beginning in 1942.

Approved:

JOHN G. WINANT,
Chairman.

SOCIAL SECURITY BOARD

REPORT OF THE BOARD OF SOCIAL SECURITY
 FOR THE YEAR 1934
 THE BOARD OF SOCIAL SECURITY
 WAS ORGANIZED BY ACT OF CONGRESS
 JULY 16, 1935
 AND HAS SINCE THAT TIME
 BEEN ENGAGED IN THE STUDY
 OF THE PROBLEMS OF SOCIAL SECURITY
 IN THE UNITED STATES

THE BOARD HAS BEEN LUCKY TO HAVE
 AMONG ITS MEMBERS SEVERAL OF THE
 MOST DISTINGUISHED EXPERTS IN THE
 FIELD OF SOCIAL SECURITY. THESE
 MEMBERS HAVE BEEN ASSISTED BY
 A STAFF OF RESEARCHERS AND
 ADMINISTRATIVE PERSONNEL WHO
 HAVE BEEN CAREFULLY SELECTED
 AND TRAINED FOR THE TASK.
 THE BOARD HAS BEEN VERY
 PLEASED TO HAVE THE COOPERATION
 OF THE SEVERAL DEPARTMENTS
 OF THE GOVERNMENT IN THE
 STUDY OF THE PROBLEMS OF
 SOCIAL SECURITY. THIS COOPERATION
 HAS BEEN OF GREAT VALUE
 IN THE CONDUCT OF THE BOARD'S
 WORK.

ACTIVITIES

THE BOARD HAS BEEN VERY
 ACTIVE IN THE STUDY OF THE
 PROBLEMS OF SOCIAL SECURITY.
 IT HAS HELD SEVERAL PUBLIC
 HEARINGS AND HAS RECEIVED
 MANY SUGGESTIONS FROM THE
 PUBLIC. IT HAS ALSO BEEN
 VERY ACTIVE IN THE STUDY
 OF THE PROBLEMS OF SOCIAL
 SECURITY IN OTHER COUNTRIES.
 IT HAS BEEN VERY PLEASED
 TO HAVE THE COOPERATION
 OF THE SEVERAL DEPARTMENTS
 OF THE GOVERNMENT IN THE
 STUDY OF THE PROBLEMS OF
 SOCIAL SECURITY. THIS COOPERATION
 HAS BEEN OF GREAT VALUE
 IN THE CONDUCT OF THE BOARD'S
 WORK.

WILLIAM L. DOWD
 CHAIRMAN

1935





ПОДПИСАНИЕ И ПЕЧАТ КОМПЕТЕНТНОГО ЛИЦА

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FEDERAL EMERGENCY RELIEF ADMINISTRATION

OFFICERS

HARRY L. HOPKINS, *Administrator*; CORRINGTON GILL, LAWRENCE WEST-BROOK, AUBREY WILLIAMS, JACOB BAKER, *and ELLEN S. WOODWARD,* *Assistant Administrators*; MORTON M. MILFORD, *Special Assistant*; LEE PRESSMAN, *General Counsel*, and WILLIAM E. LINDEN, *Counsel*

Information, Room *208,* Walker-Johnson Building, 1734 New York Avenue NW., Washington, D. C.

Telephone, DIstrict 0330, Branch *685*

Creation and Authority.—The Federal Emergency Relief Administration was created by the Federal Emergency Relief Act of 1933 (Public, No. 15, 73d Cong.), approved by the President May 12, 1933. On May 22, 1933, the President appointed an Administrator with all the powers necessary to administer the Act.

The Federal Emergency Relief Administration is continued in full force and effect until June 30, 1936, or until such earlier date as the President may fix by proclamation, by the Emergency Relief Appropriation Act of 1935 (Public Res. No. 11, 74th Cong.).

Purpose.—The Federal Emergency Relief Administration is the instrument through which the Federal Government cooperates with the States, Territories, and the District of Columbia to relieve the hardships and suffering caused by unemployment and drought.

Organization.—* The functions of the Administration are distributed among five major divisions, each under an assistant administrator, as follows: (1) Relations with the States; (2) Work Division; (3) Social Service; (4) Research, Statistics, and Finance; (5) Women's Division. Under the direction of the assistant administrator for relations with the States are five regional field representatives, each of whom is assigned to a group of States and interprets Federal policies to the State officials and State policies to the Administrator. Assisting the regional field representatives are regional engineers, regional examiners, and regional social workers.*

Funds.—Five hundred million dollars was appropriated by the Federal Emergency Relief Act of 1933 to aid the States in meeting their relief costs.

Nine hundred and fifty million dollars additional was appropriated by an Act of Congress February 15, 1934 (Public, No. 93, 73d Cong.). A part of this second appropriation was used to continue the Civil Works Program until its termination, and the remainder for ordinary relief purposes.

Five hundred and twenty-five million dollars was made available by the Emergency Appropriation Act, fiscal year 1935 (Public, No. 412, 73d Cong.), approved by the President June 19, 1934, for relief in stricken agriculture areas. This act, among other things, authorized the President to allocate these funds in his discretion as need arose to various Federal agencies for relief of those areas. The amounts, therefore, received by the Federal Emergency Relief Administration and other agencies are determined by the President to meet the needs of the afflicted regions. The same act (Public, No. 412, 73d Cong.) makes additional amounts available to the President for allocation and transfer to the Federal Emergency Relief Administration.

ACTIVITIES

Allotments to States.—Provisions of the Federal Emergency Relief Act stipulated that the grants to the extent of half of the original appropriation of \$500,000,000 be made on a matching basis of one Federal dollar to three of public moneys from all sources spent within the State. The matching requirement of the act was terminated shortly after October 1, 1933, but the administrator has continued to apply the principle of supplementing and not supplanting the expenditures of States and their political subdivisions. To accomplish this he has sought agreements with the States as to the proportion of expenditure to be borne by Federal funds.

Federal-State Relief Policy.—The Administrator establishes policies, rules, and regulations under which Federal money must be spent by the States. The money is applied for by the Governors, who administer such funds through the State relief administrations. It is allotted by the State administrations to the local subdivisions.

No allotment to Private Relief Organizations.—Federal relief funds must be administered by public agencies responsible for their expenditure under State, county, or municipal governmental authority.

Self-help Associations.—Federal funds may be granted to self-help and barter associations composed of needy unemployed persons on recommendation of a State relief administration and upon the approval of the Emergency Relief Administration.

Transients' Relief.—The Federal Emergency Relief Administration has provided for, under State relief administrations, approximately 300 relief centers throughout the country for needy unemployed transients. These centers are financed entirely by Federal funds granted to the States and transients may apply to them for food and shelter.

Local Administration of Relief.—Federal relief money reaches the needy individual or family through local public relief agencies, which are supervised by the State relief administrations.

Forms of Relief Available.—Food, clothing, bedding, shelter, light, and necessary household supplies are given according to budgetary needs.

How to Obtain Relief.—Needy unemployed persons, either local residents or transients, may obtain relief by applying to their local unemployment relief office. If investigation establishes their need, they are placed on the rolls to receive relief until their situation is bettered or opportunity for employment is presented.

Employable Persons Receiving Relief Must Be Registered.—By administrative order issued on May 22, 1935, State emergency relief administrations must require that all employable persons receiving relief from public funds be registered with the employment offices designated by the United States Employment Service, so that they may be classified as to occupation and fitness for work, thus being available for reference to public and private employment. This order applies also to nonresident persons receiving transient relief.

Amount of Relief Granted.—The amount of relief is based on the family or individual budgetary need to be determined by careful investigation by trained social workers. The Federal Emergency Relief Administration has instructed all State relief administrations that sufficient relief be given to prevent hardship and to maintain a reasonable standard of living.

Information Obtained through Investigation of Relief Applicants Confidential.—Investigators for relief agencies must secure personal information from relief applicants in order to establish the degree and kind of assistance required. Such information is confidential and is used only as a basis to provide relief. No public or other officials (with the exception of relief officials) will have access to it.

No Discrimination Shown.—Relief is given to needy unemployed persons without discrimination because of race, religion, marital status, political affiliation, citizenship or noncitizenship, or membership in any special or selected group.

Personnel in the Administration of Relief.—Most of the persons employed in the work of administering relief must have special training and qualifications. Members of relief administration staffs, therefore, are selected on the basis of fitness for their jobs and not primarily because they are needy unemployed. Many of these positions, however, are filled by people belonging to this latter category.

Relief to Families of C.C.C. Members.—A family with a member in a Civilian Conservation Camp may receive relief, provided investigation by a relief agency reveals that the allotment from the member's pay and income from other sources are not sufficient to provide for the needs of the family.

*** Rural Rehabilitation Projects Retained by FERA.**—Rural rehabilitation projects formerly prosecuted by the Federal Emergency Relief Administration have, with the exception of the four named below, been transferred to the Resettlement Administration (see page 463). The Matanuska Valley, Alaska, project is being carried on by FERA operating through the Alaska Rural Rehabilitation Cor-

poration. The other three located at Pine Mountain, Georgia; Cherry Lake, Florida; and Mississippi County, Arkansas; are being prosecuted by FERA through the State Emergency Relief organizations in those States.

Work Division Projects of FERA.—Work projects have been carried on by the Federal Emergency Relief Administration since April 1, 1934. Since the inception of the Works Progress Administration, FERA work projects are gradually being transferred, where eligible, to the new program.*

Persons Eligible for Work Division Projects.—Only those in need and who have no other resources are employed on work projects. Many of the projects of the Work Division provide work not only for skilled and unskilled labor, but also for clerical and professional workers as well. A large number of projects have also been undertaken to give employment to needy women.

Hours of Work Under FERA.—No persons are employed on work projects less than 6 nor more than 8 hours in any one day, nor less than 18 hours a month. Persons whose budgetary deficiency is less than this shall receive direct relief. The total work allowed a worker in any month may be consolidated in any part of that month.

Rates of Pay for Workers on Work Projects.—The rate prevailing in the community for the kind of work done is used, provided that the hours worked shall be limited so that the maximum weekly earnings shall not exceed the amount necessary to meet the needs of the individual or family. Rate and hour restrictions do not apply to administrative and supervisory personnel.

Determining Prevailing Wage Rate.—The prevailing rates for various classifications of employment in each locality are determined by a committee appointed by the local emergency relief administrator. The committee consists of one representative each from organized labor, business, and the local relief administration. Complete information concerning wage rates established in each locality is forwarded to the State emergency relief administration for record.

Time Lost by Inclement Weather.—Time lost in the work divisions because of bad weather, unavoidable delays, national and State holidays, or through conditions beyond the control of the employee, may be made up in the 20 days following such period of lost time.

Accident Compensation.—The Federal Government does not provide for accident compensation under the work divisions; where it is provided, it is done by the State or locality.

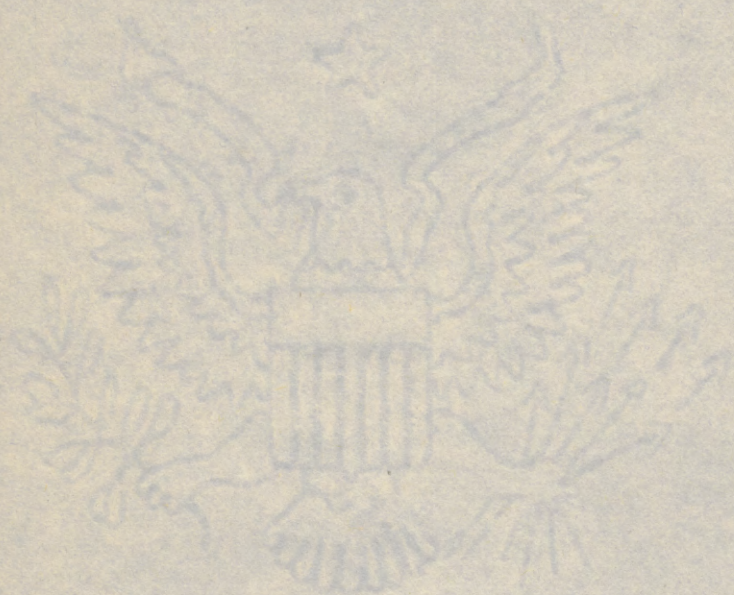
Approved.

HARRY L. HOPKINS,
Administrator.

WILLIAM E. LINDEN,
Counsel.

(9-11-35)





FEDERAL SURPLUS COMMODITIES CORPORATION

DIRECTORS

CHESTER C. DAVIS, *Chairman*; HENRY A. WALLACE, REXFORD G. TUGWELL, JACOB BAKER, JESSE W. TAPP, WILLIAM I. MYERS, and HARRY L. HOPKINS

OFFICERS

CHESTER C. DAVIS, *President*; JESSE W. TAPP, *Executive Vice President*; JACOB BAKER, *Vice President*; FRANK C. BAKER, *Executive Officer*; MASTIN G. WHITE, *General Counsel*; J. P. WENCHEL, *Secretary and Assistant General Counsel*

Information, Room 2038, Temporary Building 2, 1901 D Street NW., Washington, D. C.

Telephone, DIstrict 0330, Branch 31

Creation.—The Corporation was formed as the Federal Surplus Relief Corporation under the laws of Delaware on October 4, 1933, as a nonstock, nonprofit organization. Its name was changed to Federal Surplus Commodities Corporation at a meeting of the Board of Directors on November 18, 1935. The newly named organization took over all assets and duties of the Federal Surplus Relief Corporation.

Purpose.—Its purpose is to assist the Agricultural Adjustment Administration in its program for the removal of surplus farm products.

Organization.—The members of the Corporation are the persons who occupy the offices of Administrator of the Agricultural Adjustment Administration, Secretary of Agriculture, and Governor of the Farm Credit Administration.

Chester C. Davis, Administrator of the Agricultural Adjustment Administration is President; Jesse W. Tapp, Director of the Division of Markets and Marketing Agreements of the A. A. A., Executive Vice-President; Jacob Baker, Assistant Administrator of the F. E. R. A., Vice-President; Frank C. Baker, Executive Officer, and J. P. Wenchel, Secretary.

ACTIVITIES

Policy.—The general policy of the Corporation is to dispose of basic and essential commodities purchased by the Agricultural Ad-

Complete new section.

(12-24-35)

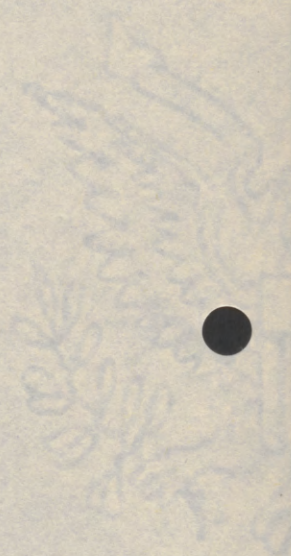
justment Administration under its surplus purchase plan. Some of the commodities, including the canned beef accumulated in connection with the 1934 drought relief activities, are being donated to State relief agencies for distribution to needy persons within the States.

Approved.

CHESTER C. DAVIS,
President.

MASTIN G. WHITE,
General Counsel.

(12-24-35)



WILLIAM KEENE DANIEL PERALCE

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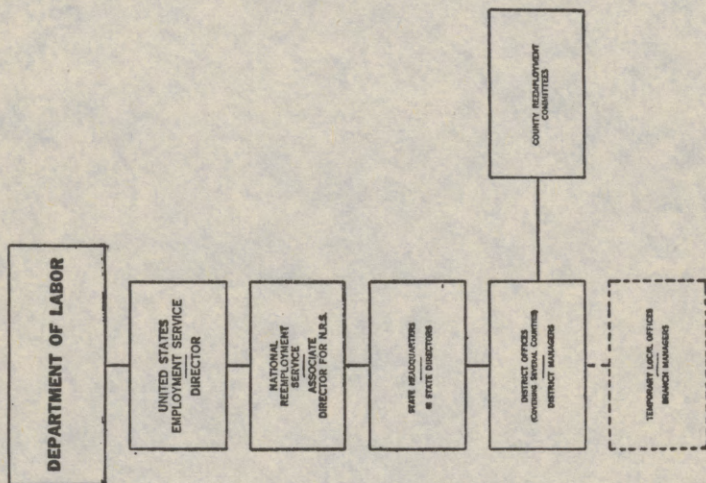
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NATIONAL REEMPLOYMENT SERVICE



NATIONAL REEMPLOYMENT SERVICE

(Department of Labor)

OFFICERS

W. FRANK PERSONS, *Director of the United States Employment Service; and
Director of the National Reemployment Service; WALTER BURR, Associate
Director of the National Reemployment Service*

Information, Room 1127, Fourteenth Street and Constitution Avenue NW.,
Washington, D. C.

Telephone, NATIONAL 8472, Branch 140

Creation and Authority.—The National Reemployment Service is an agency of the United States Employment Service, which was established under authority of Public Act No. 30, Seventy-third Congress, approved June 6, 1933. The National Reemployment Service was set up as a result of regulations and rules of the Special Board of Public Works (June 22, 1933) to meet their needs for "agencies designated by the United States Employment Service" to supply lists of workers eligible for employment on public works projects under Public Act No. 67, Seventy-third Congress, approved June 16, 1933 (title II, sec. 206 (4)).

Purpose.—* The Service administers the selection and referral of workers as required by title II of the National Industrial Recovery Act, by the regulations of the public works program and of the Works Progress Administration under the Emergency Relief Appropriation Act of 1935.*

Organization.—The National Reemployment Service is operated under the direction of the United States Employment Service, a bureau of the Department of Labor. It maintains a headquarters at Washington, D. C., *directors in the States, district offices covering groups of counties, and branch offices within the districts.*

ACTIVITIES

How to Locate Registration Office.—Local newspapers carry this information. A sign is displayed outside the reemployment office and the location of the office is usually a matter of common knowledge locally. However, if the information should not be readily available, a post-card inquiry addressed to the State reemployment director will produce it. Addresses of State offices appear on pages 519, 520, and 521.

***State Employment Services.**—In 25 States there exist State employment services, serving for the most part the larger cities. They have been designated by the United States Employment Service to serve projects of the Public Works Administration, the Bureau of Public Roads, and the Works Progress Administration. Addresses of these State employment services appear on pages 519, 520, and 521.

Method of Obtaining a Job Through the Service.—The applicant goes to the nearest employment office in his district and registers. Any unemployed person is entitled to register. The applicant is referred to an employer on order from the latter, according to his occupational classification and qualifications.

Employment on Public Works Projects.—With the approval of each public works project by the Administrator of Public Works, a notice of the location of the project is sent to the State Reemployment Director. It is the responsibility of the local employment office manager to refer qualified workers registered in his district for such a project when an employer's order is received from the contractor.

Public Roads Contracts.—Contracts of the United States Bureau of Public Roads, covering road construction, financed from funds made available under title II, Sec. 204, of the National Industrial Recovery Act, contain the regulation that labor needed for such construction shall be secured through local employment offices, and shall be selected from qualified workers referred by employment agencies designated by the United States Employment Service. Similar provisions prevail in relation to projects financed under the Emergency Relief Appropriation Act of 1935.

Ex-service Men's Preference.—Ex-service men with dependents when registered and qualified are entitled to preference on Bureau of Public Roads and public works projects, in accordance with title II, Sec. 206, subsection (4) of the National Industrial Recovery Act insofar as such projects are financed under the provisions of that act.*

Reemployment Service Not Restricted to Public Works.—The Service is available to private employers as well as to contractors engaged upon public-works jobs.

***Service Secures Skilled Labor.**—Where a sufficient supply of skilled labor is not available locally, additional workers are secured from adjoining areas in the State. This is effected through a clearance system which is in force in each of the 48 States.

Reemployment Service Cooperates with Works Progress Administration.—Section 2 of Executive Order No. 7060, dated June 5, 1935, provides that persons shall be eligible for employment on projects financed in whole or in part by funds appropriated under the Emergency Relief Appropriation Act of 1935, who are registered with employment offices designated by the United States Employment Service, in accordance with the administrative order issued

May 22, 1935, by the Federal Emergency Relief Administrator, and were receiving public relief in May 1935. However, as the various occupational classes in this group are exhausted through employment, other persons who become eligible for public relief after May 1935 and are certified to the Works Progress Administration and the United States Employment Service by the State Emergency Relief Administrations may be added to the list of those eligible for employment on such projects.*

STATE EMPLOYMENT HEADQUARTERS (National Reemployment Service)

Those seeking information concerning employment on a project in a given State, or concerning employment services generally, should direct inquiries to their State headquarters, the addresses of which are listed below.

ALABAMA: State Reemployment Director, 1527 Comer Building, Birmingham.

ARIZONA: Director of State Employment Service, 417-18 Security Building, Phoenix.

State Reemployment Director, 417-418 Security Building, Phoenix.

ARKANSAS: State Reemployment Director, 201-202 Old Post Office Building, Little Rock.

CALIFORNIA: * Chief, Division of State Employment Service, 572 Chamber of Commerce Building, Los Angeles.*

State Reemployment Director, 612 State Building, San Francisco.

COLORADO: * Director of State Employment Service, 401 Kittredge Building, Denver.*

State Reemployment Director, 406-8 Kittredge Building, Denver.

CONNECTICUT: Director of State Employment Service, * 254 * State Office Building, Hartford.

State Reemployment Director, 208 State Office Building, Hartford.

DELAWARE: State Reemployment Director, 3142 Du Pont Building, Wilmington.
DISTRICT OF COLUMBIA: Manager, Public Employment Center, 480 Indiana Avenue NW., Washington.

* District Reemployment Director, 480 Indiana Avenue NW., Washington.*

FLORIDA: State Reemployment Director, P.O. Box 4968, Federal Building, Jacksonville.

GEORGIA: * State Reemployment Director, 405 Bibb Building, Macon.*

IDAHO: State Reemployment Director, 323-26 Idaho Building, P.O. Box 877, Boise.

ILLINOIS: Director of State Employment Service, 205 West Wacker Drive, Chicago.

State Reemployment Director, 916 Civic Opera Building, 20 North Wacker Drive, Chicago.

INDIANA: Director of State Employment Service, * Chamber of Commerce Building, * Indianapolis.

State Reemployment Director, 320 North Meridian Street, Indianapolis.

IOWA: Director of State Employment Service, Statehouse, Des Moines.

* Assistant State Reemployment Director, Statehouse, Des Moines.*

KANSAS:

* Acting * State Reemployment Director, 307 National Reserve Building, Topeka.

KENTUCKY: State Reemployment Director, 207-9 Post Office Building, Louisville.

- * LOUISIANA: Director of State Employment Service, 206 Pan American Building, New Orleans.*
- MAINE: State Reemployment Director, Federal Building, Hallowell.
- MARYLAND: State Reemployment Director, 22 Light Street, Baltimore.
- MASSACHUSETTS: Director of State Employment Service, 100 Nashua Street, Boston.
State Reemployment Director, 1307 Post Office Building, Boston.
- MICHIGAN:
* Acting State Reemployment Director, 15-220 General Motors Building, Detroit.*
- MINNESOTA: Director of State Employment Service, *137* State Office Building, St. Paul.
State Reemployment Director, 1129 New Post Office Building, St. Paul.
- MISSISSIPPI: State Reemployment Director, 810 Lamar Life Building, Jackson.
- MISSOURI: Director of State Employment Service, Capitol Building, Jefferson City.
State Reemployment Director, 302 Monroe Building, Jefferson City.
- MONTANA: State Reemployment Director, 324-325 Federal Building, Helena.
- NEBRASKA: * State Reemployment Director, 526 Stuart Building,* Lincoln.
- NEVADA: Director of State Employment Service, Nevada Industrial Commission Building, Carson City.
Director of State Reemployment Service, Nevada Industrial Commission Building, Carson City.
- NEW HAMPSHIRE: * Director of State Employment Service, 24 School Street, Concord.*
State Reemployment Director, 24 School Street, Concord.
- NEW JERSEY: Director of State Employment Service, 1060 Broad Street, Newark.
State Reemployment Director, 1060 Broad Street, Newark.
- NEW MEXICO: * Director of State Employment Service, 211-214 Galisteo Building, Santa Fe.*
State Reemployment Director, 9-10 Federal Court Building, Santa Fe.
- NEW YORK: Director of State Employment Service, 124 East Twenty-eighth Street, New York City.
State Reemployment Director, 124 East Twenty-eighth Street, New York City.
- NORTH CAROLINA: State Reemployment Director, Agriculture Building, Raleigh.
- NORTH DAKOTA: State Reemployment Director, International Harvester Building, Bismarck.
- OHIO: Director of State Employment Service, *227* State Office Building, Columbus.
State Reemployment Director, 409 Wyandotte Building, Columbus.
- OKLAHOMA: Director of State Employment Service, State Capitol, Oklahoma City.
State Reemployment Director, 404-8 Key Building, Third and Harvey Streets, Oklahoma City.
- OREGON: * Director of State Employment Service, 204 Old Post Office Building, Portland.*
State Reemployment Director, 204 Old Post Office Building, Portland.
- PENNSYLVANIA: Director of State Employment Service, 434 South Office Building, Harrisburg.
State Reemployment Director, Market Square Building, 2 North Second Street, Harrisburg.
- RHODE ISLAND: *Acting* State Reemployment Director, 506 Federal Building, Providence.
- SOUTH CAROLINA: State Reemployment Director, 1211 Loan & Exchange Bank Building, Columbia.
- SOUTH DAKOTA: State Reemployment Director, Aberdeen.
- TENNESSEE: State Reemployment Director, 613 Cotton States Building, Nashville.

TEXAS: State Reemployment Director, 417-20 Scarbrough Building, P.O. Box 957, Austin.

UTAH: State Reemployment Director, 55 West Third South Street, Salt Lake City.

VERMONT: State Reemployment Director, P.O. 433, 82 State Street, Montpelier.

VIRGINIA: Director of State Employment Service, State Office Building, Richmond.

State Reemployment Director, 306 Broad-Grace Arcade Building, Richmond.

WASHINGTON: State Reemployment Director, *819 Alaska Building,* Seattle.

* WEST VIRGINIA: State Reemployment Director, and Director of State Employment Service, 805 Peoples Exchange Bank Building, Charleston.*

WISCONSIN: Director of State Employment Service and Director of National Reemployment Service, 602 Insurance Building, Madison.

* WYOMING: State Reemployment Director, and Director of State Employment Service, Old Federal Building, P. O. Box 840, Casper.*

Approved.

W. FRANK PERSONS,

Director United States Employment Service.

WALTER BURR,

Associate Director of National Reemployment Service.

(9-11-35)

NATIONAL LABOR RELATIONS BOARD

BOARD MEMBERS

JOSEPH WARREN MADDEN, *Chairman*; JOHN MICHAEL CARMODY, and EDWIN SEYMOUR SMITH

OFFICERS

BENEDICT WOLF, *Secretary*, and CHARLES FAHY, *General Counsel*

Information, Room 406 Denrike Building, 1010 Vermont Avenue NW., Washington, D. C.

Telephone, National 9716

Creation and Authority.—The National Labor Relations Board was created as an independent agency by the National Labor Relations Act of July 5, 1935.

Purpose.—The act affirms the right of employees to full freedom in self-organization and in the designation of representatives of their own choosing for the purpose of collective bargaining, and it authorizes the Board to conduct secret ballots for the determination of employee representatives, declaring unlawful those unfair labor practices which abridge or deny the right of collective bargaining.

Organization.—The President named a board of three members who were confirmed of appointment by the Senate on August 24, 1935. Personnel of the field agencies of the National Labor Relations Board superseded by the above Board were transferred to the new one, as well as regional officers and those in the District of Columbia. The old National Labor Relations Board was created June 19, 1934, under authority of Public Resolution No. 44, Seventy-third Congress.

ACTIVITIES

Principal Powers of National Labor Relations Board.—As set forth in the act, the principal powers of the National Labor Relations Board are:

(a) By the issuance of cease and desist orders, to prevent any person from engaging in any of the following specified unfair labor practices when they affect commerce: Interference by employers with employees' rights of self-organization and collective bargaining; employer domination of a company union; discharge of an employee; or discrimination against him, because of his union activity or because he has filed charges or has given testimony under the

Complete section revised.

(11-11-35)

act; and refusal by the employer to bargain collectively with the proper representatives of the employees.

(b) To decide whether the unit appropriate for the purposes of collective bargaining shall be the employer unit, craft unit, plant unit, or subdivision thereof.

(c) To certify the name of employee representatives designated; or to ascertain the names by secret ballot.

(d) To order and conduct hearings and, if it finds a violation of the act, to issue an order to cease and desist from such unfair labor practice.

(e) To issue subpoenas, administer oaths, conduct investigations, and issue complaints.

(f) To petition any circuit court of appeals for the enforcement of a cease and desist order.

(g) To prescribe such rules and regulations as may be necessary to carry out the provisions of the act.

Regional Offices.—Regional directors, in charge of the field offices of the Board, are designated as the Board's agents, with power to prosecute necessary inquiries; to investigate employee representation (including the taking of secret ballots); to have access to and the right to copy evidence, and to administer oaths and affirmation.

Hearings by Trial Examiners.—Hearings are ordinarily conducted before trial examiners in the regions where the unfair labor practices occur. In its discretion the Board may issue a complaint from Washington and proceed with a hearing on a violation of an unfair labor practice and may follow the same procedure on a petition for an election. Hearings on complaints and on petitions for elections will be public unless otherwise ordered. Full inquiry will be made into the facts.

Right to Strike.—The National Labor Relations Act provides that nothing in the act shall interfere in any way with the right to strike.

Charges and Complaints.—A charge that any person has engaged in, or is engaging in any unfair labor practice affecting commerce may be made by any person or labor organization. No formal complaint will be made until the Board has examined the facts and concluded that some ground for action exists; nor will the Board make public any charges against employers unless the facts show that a formal complaint is justified.

Examination of Witnesses.—Witnesses will usually be examined orally under oath. Testimony by deposition may be allowed under extraordinary circumstances.

Reports by Trial Examiner.—The trial examiner's intermediate report on evidence produced at a hearing contains findings of fact, and in cases where the complaint is found justified, contains recommendations as to the steps the employer should take to end the specified unfair labor practice and the affirmative action necessary to effectuate the policies of the act.

Review of Cases.—The Board will review cases on appeal from any party to a regional hearing.

Findings of Fact Conclusive.—The findings of the Board as to the facts, if supported by evidence, are conclusive.

Enforcement of Decisions of National Labor Relations Board.—After hearing and decision by the Board, it issues a cease and desist order requiring the person found to have been engaged in one of the enumerated unfair labor practices to cease and desist, and may petition the respective circuit courts of appeal for enforcement of such order.

Review of Labor Cases by Courts of Appeal.—Review of the Board's orders may be obtained by any aggrieved party in a Circuit Court of Appeals.

REGIONAL DIRECTORS

(National Labor Relations Board)

BOSTON: *P. A. DONOGHUE*, 460 Federal Building.
 NEW YORK CITY: Mrs. E. M. Herrick, 45 Broadway.
 BUFFALO, N. Y.: Rev. John P. Boland, 223 White Building.
 PHILADELPHIA: Stanley W. Root, 1423 Bankers Security Building.
 PITTSBURGH: Clinton S. Golden, 1030 Post Office Building.
 BALTIMORE: Bennet F. Schaufler, United States Customhouse.
 DETROIT: Frank H. Bowen, 2102 National Bank Building.
 CLEVELAND: Ralph A. Lind, 915 Guarantee Title Building.
 CINCINNATI: Stanley B. Mathewson, 764 Mercantile Library Building.
 ATLANTA: *C. N. FIEDERSON*, 523 Citizens and Southern National Bank Building.
 INDIANAPOLIS: Robert H. Cowdrill, 245 Federal Building.
 MILWAUKEE: Nathaniel S. Clark, 519 Brumder Building.
 CHICAGO: *L. W. BEMAN*, 20 North Wacker Drive.
 ST. LOUIS: Harold T. Garvey, 411 Security Building.
 NEW ORLEANS: Charles H. Logan, 401 Louisiana Building.
 FORT WORTH: Edwin A. Elliott, 405 Federal Court Building.
 KANSAS CITY: George O. Pratt, 932 Scarritt Building.
 MINNEAPOLIS: Robert M. Gates, 404 Roanoke Building.
 SEATTLE: Charles W. Hope, 423 Federal Office Building.
 SAN FRANCISCO: Gordon Wagenet, 1095 Market Street.
 LOS ANGELES: Towne J. Nylander, 205 Federal Building.

Approved,

J. WARREN MADDEN,
Chairman.

CHARLES FAHY,
General Counsel.

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE
 IN RESPONSE TO A RESOLUTION OF THE HOUSE OF COMMONS
 PASSED ON 10th JANUARY 1871
 CONCERNING THE LANDS BELONGING TO THE
 EAST INDIA COMPANY
 BY
 JOHN R. H. PHILLIPS, ESQ.,
 SECRETARY TO THE COMMISSIONER OF THE GENERAL LAND OFFICE
 LONDON: PRINTED BY HENRY COLLETT, STATIONER, 10, ABINGDON STREET, E.C. 4.
 1871.

STATEMENT OF THE LANDS BELONGING TO THE EAST INDIA COMPANY

IN RESPONSE TO A RESOLUTION OF THE HOUSE OF COMMONS

PASSED ON 10th JANUARY 1871
 CONCERNING THE LANDS BELONGING TO THE
 EAST INDIA COMPANY
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 STATIONER, 10, ABINGDON STREET, E.C. 4.

PRISON INDUSTRIES REORGANIZATION ADMINISTRATION

PRISON INDUSTRIES REORGANIZATION BOARD

JOSEPH N. ULMAN, *Chairman*; JAMES P. DAVIS, *Executive Director*; LOUIS N. ROBINSON, LINTON M. COLLINS, GUSTAV PECK, *Members*

OFFICERS

JAMES P. DAVIS, *Executive Director*; BURTON E. OPPENHEIM, *Assistant Director*; LYMAN MOORE, *Chief Clerk*

Information, Office of Executive Director, 907 Sixteenth Street NW., Washington, D. C.

Telephone : District 2811

Creation and Authority.—The Prison Industries Reorganization Administration was created by Executive Order No. 7194 dated September 26, 1935, under authority of the Emergency Relief Appropriation Act of 1935 (Public Res. No. 11, 74th Cong.), approved April 8, 1935. Members of the Board were appointed by Executive Order No. 7202 dated September 28, 1935.

Purpose.—As set forth in Executive Order No. 7194, its purpose is:

(1) In cooperation with the proper authorities of the several states and the political subdivisions thereof and the District of Columbia:

(a) To conduct surveys, studies, and investigations of the industrial operations and allied activities carried on by the several penal and correctional institutions of the states and political subdivisions thereof and the District of Columbia, and the actual and potential markets for products of such industrial operations and activities.

(b) To initiate, formulate, and recommend for approval of the President a program of projects with respect to replanning and reorganizing the existing prison industries systems and allied prison activities of the several States and political subdivisions thereof and the District of Columbia to the end that the industrial operations and activities of such institutions may be so reorganized as to relieve private industry and labor of any undue burden of competition between the products of private industry with the products of such institutions; and to eliminate idleness and to provide an adequate and humane system of rehabilitation for the inmates of such institutions.

(2) To recommend for the approval of the President loans or grants, or both, to the several States and political subdivisions thereof and the District of Columbia necessary to accomplish the purposes of this order, and to administer and supervise the program of projects approved by the President.

ACTIVITIES

The activities of the Prison Industries Reorganization Administration consist of:

1. Study of the prison systems of the various states, the production of goods within the prisons, the competition between prison-made products and those made in outside industry, the methods of employment of prisoners, the amount of idleness in the prisons, the welfare activities of the prisons and related problems;

2. The development, in cooperation with the several states, of programs of reorganization and replanning of the prison systems in such a way as to minimize competition with private industry, give employment to the maximum number of prisoners and contribute to their rehabilitation;

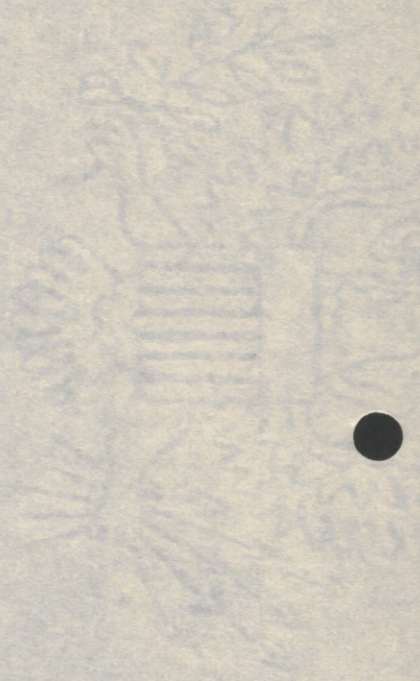
3. Recommendation to the President as to the making of loans or grants to the states for effectuating such programs, and

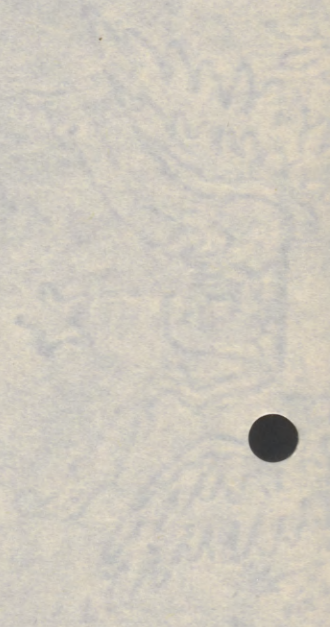
4. Supervision of the carrying out of these programs as approved.

JAMES P. DAVIS,
Executive Director.

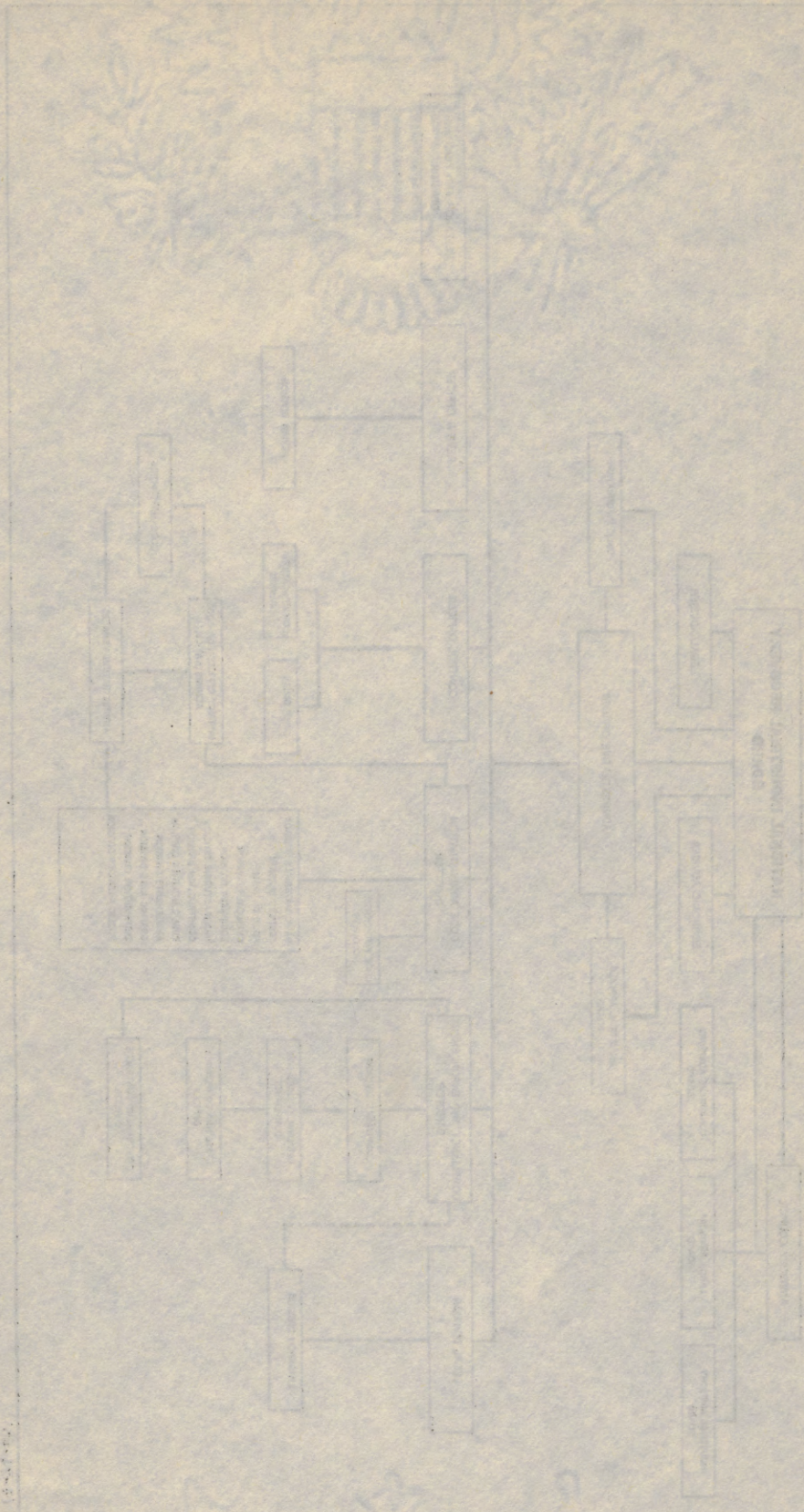
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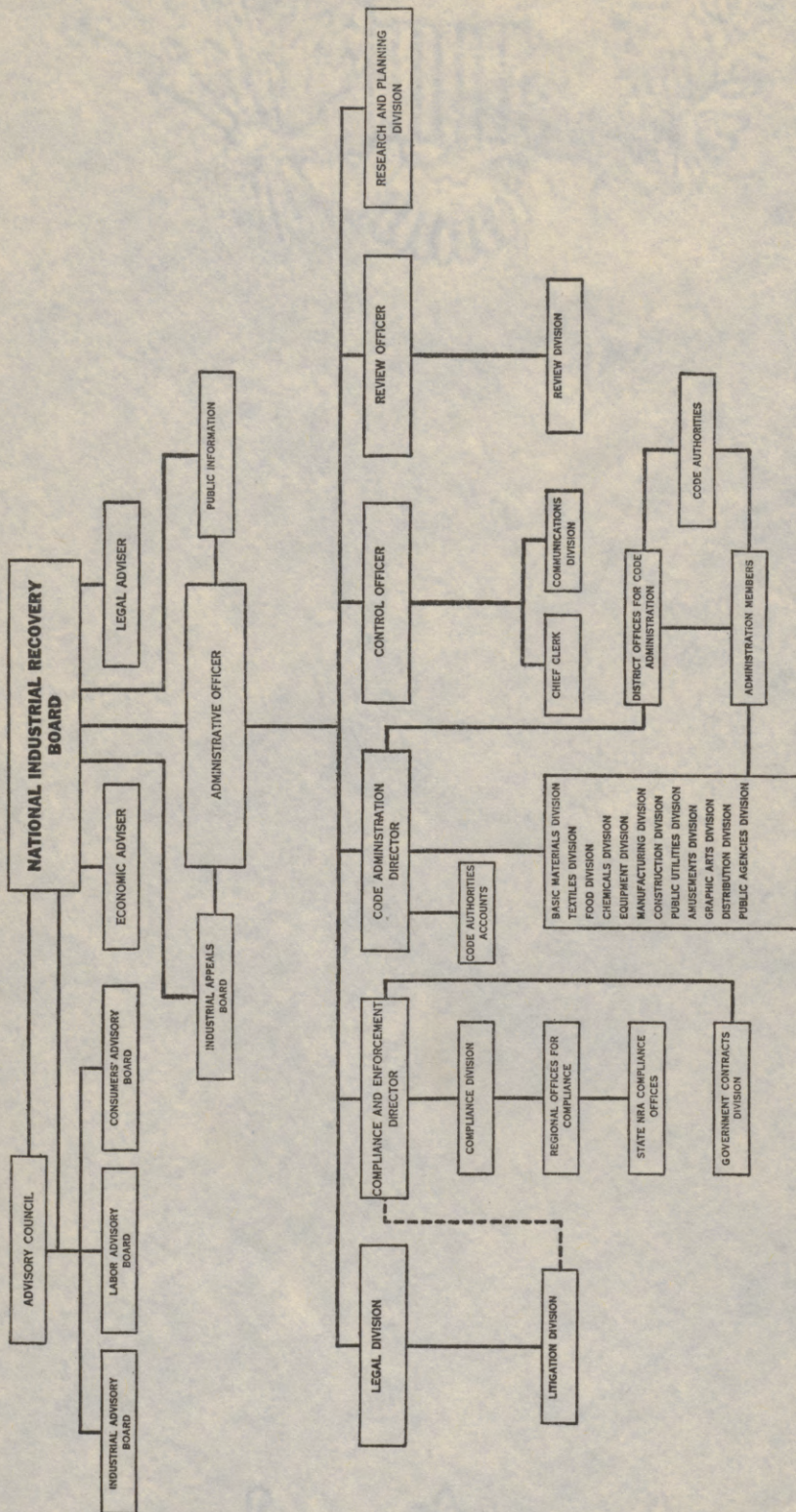




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NATIONAL RECOVERY ADMINISTRATION



NATIONAL RECOVERY ADMINISTRATION

OFFICERS

LAURENCE J. MARTIN, *Acting Administrator*; LEON C. MARSHALL, *Director, Division of Review*; *L. H. PEEBLES, *Deputy* Director, Division of Business Cooperation*; WALTON H. HAMILTON, *Director Consumers' Division*; GEORGE L. BERRY, *Assistant to the Administrator, to represent Labor*; M. CREDITOR, *Control Officer*; A. C. C. HILL, JR., *Executive Officer*; W. P. ROBERT, *Chairman, Committee to Report on changes in Labor and Trade Practice Standards*

ADVISORY COUNCIL

CHARLES EDISON, HOWELL CHENEY, PHILIP MURRAY, WILLIAM GREEN, EMILY N. BLAIR, and WALTON H. HAMILTON

COORDINATOR FOR INDUSTRIAL COOPERATION

GEORGE L. BERRY

Information, Room 4061, Department of Commerce Building, Fourteenth Street between Constitution Avenue and E Street NW., Washington, D. C.

Telephone, District 2811, Branch 351

Creation and Authority.—The National Recovery Administration was established by the President on June 16, 1933, by authority of title I of the National Industrial Recovery Act, to administer the provisions of that title providing for industrial recovery. Section 3 of title I of the National Industrial Recovery Act was declared unconstitutional by the Supreme Court on May 27, 1935. Public Resolution No. 26, Seventy-fourth Congress, approved June 14, 1935, extends until April 1, 1936, the provisions of title I of the National Industrial Recovery Act with amendments.

Purpose.—The purpose of extending the National Recovery Administration is to *assist industry in the voluntary maintenance of standards of fair competition, to assemble, analyze, and report upon the operations of trades and industries heretofore subject to codes of fair competition and to review such information in relation to the effect of codes of fair competition upon trade and industry, and to collect information in regard to the effect of the abandonment of code administration upon employers, employees, and consumers.*

Organization.—*To provide for the continuing administration of Title I of the National Industrial Recovery Act Executive Order No. 7075, June 15, 1935, created the office of Administrator of the National Recovery Administration, established the Division of Review, the Division of Business Cooperation, an Advisory Council to aid the purposes of the National Recovery Administration, and appointed an

Assistant to the Administrator to represent labor. Executive Order No. 7159, dated August 14, 1935, appointed L. J. Martin, Acting Administrator.*

ACTIVITIES

Division of Review.—The Division of Review assembles, analyzes, and reports upon the statistical information and records of experience of the operations of various trades and industries previously subject to codes of fair competition. It studies the effects of such codes upon trade, industrial and labor conditions in general, and other related matters. The Division of Review will make available an adequate review of the effects of the administration of title I of the National Industrial Recovery Act, and the principles and policies put into effect thereunder, and will otherwise aid the President in carrying out his functions under said title I.

Division of Business Cooperation.—The function of the Division of Business Cooperation is to aid in the voluntary maintenance by trade and industrial groups of standards of fair competition and the elimination of unfair competition in relation to the employment of labor and trade practices. The Division will maintain sources of information and records of experience useful in the work of the Division of Review.

Information Concerning Effects of Abolishing Codes.—*The Committee on Changes in Labor and Trade Practice Standards, established June 25, 1935, assembles information concerning the extent to which changes occur in maintaining labor or fair practice provisions of codes of fair competition.*

Consumers' Division.—The President by Executive Order No. 7120, July 30, 1935, established a Consumer's Division within the National Recovery Administration. The function of this division is "to stimulate interest in the problems of the consumer, to review public policy insofar as it relates to the consumer, and in general to suggest ways and means to promote larger and more economical production of useful goods and facilitate the maintenance and betterment of the American standard of living."

The Director of the Consumers' Division further defines objectives, plans a program of activities including research and the dissemination of information, chooses a technical and administrative staff, and, subject to the approval of the Administrator of the National Recovery Administration, supervises the activities of the division.

All functions formerly performed by the Consumers' Advisory Board of the National Recovery Administration, the Consumers' Division of the National Emergency Council, and the Cabinet Committee on Price Policy were transferred to the Consumers' Division of the National Recovery Administration.

Coordinator for Industrial Cooperation.—The President by Executive Order No. 7193, September 26, 1935, appointed George L. Berry as Coordinator for Industrial Cooperation, and delegated to him the following functions and duties:

“To supervise, subject to the direction of the President, conferences of representatives of industry, labor, and consumers for consideration of the best means of accelerating industrial recovery, eliminating unemployment, and maintaining business and labor standards.

To coordinate and report to the President on matters relating to appointment, employment, discharge, compensation and duties of officers and employees of the National Recovery Administration.

To receive from the Federal Trade Commission after consideration by the National Recovery Administration the provisions proposed in the National Industrial Recovery Act which require the approval of the President under section 4 (a) and under the Executive order of September 26, 1935, delegating certain authority to the Federal Trade Commission, and to present them to the President for his consideration.”

***Advisory Council of N. R. A.**—The old Labor, Consumers' and Industrial Advisory Boards have been converted into Labor, Consumers' and Industrial Advisory Units of the Advisory Council. Each is headed by the two members of the Council representing its particular interest. At present the Council does not meet frequently, but its members keep or are kept closely informed concerning Administration projects, for the following immediate purposes:

(1) To serve as consultants on currently arising questions and make recommendations to the Administrator reflecting the separate or composite positions thereon of the several affected interests:

(2) To provide facilities through which the specialized experience and informational resources of the various interests represented may be made available to NRA; and

(3) In conjunction with official individual advisers, to facilitate special consultation with industry, labor and consumer interest on phases of the current program respectively affecting them.*

STATE NRA OFFICES

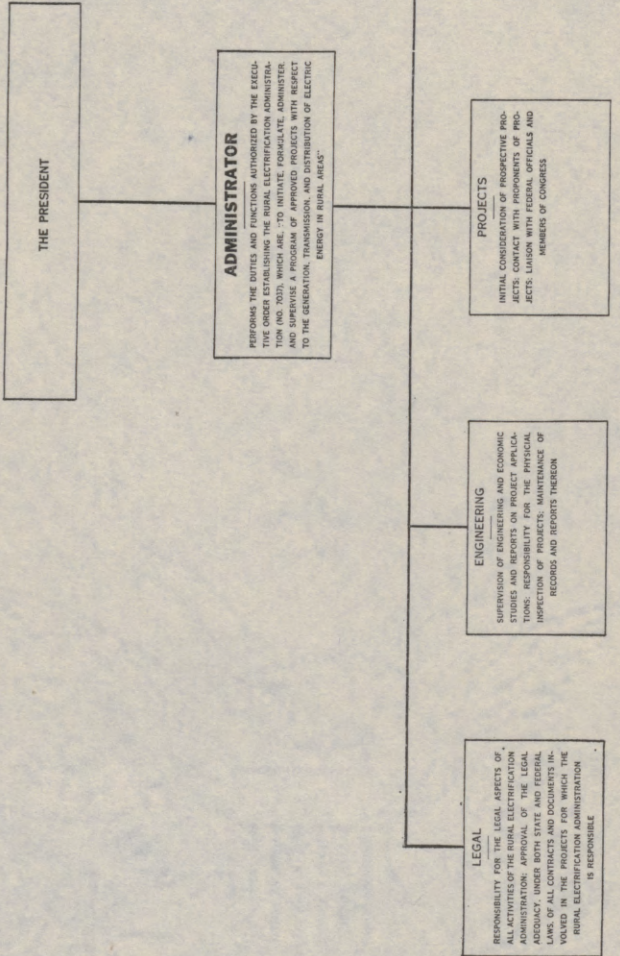
ALABAMA: 201 Liberty National Life Building, Birmingham.
 ARIZONA: 704 Heard Building, Phoenix.
 ARKANSAS: 430 Donaghey Building, Little Rock.
 CALIFORNIA: Humboldt Bank Building, 785 Market Street, San Francisco.
 Room 536, 751 South Figueroa Street, Los Angeles (branch).
 COLORADO: 720 United States National Bank Building, Denver.
 CONNECTICUT: 301 Federal Building, Hartford.
 DELAWARE: 218 Delaware Trust Building, Wilmington.
 FLORIDA: United States Federal Building, Jacksonville.
 GEORGIA: 625 Citizens and Southern National Bank Building, Atlanta.
 IDAHO: 404 Federal Building, Boise.
 ILLINOIS: 204 Wrigley Building, 400 North Michigan Avenue, Chicago.
 INDIANA: Meridian Life Building, 311 North Pennsylvania Street, Indianapolis.
 IOWA: 418 Old Federal Building, Des Moines.
 KANSAS: 212 Post Office Building, Topeka.
 KENTUCKY: *Republic* Building, Louisville.
 LOUISIANA: 720 Hibernia Bank Building, New Orleans.
 MAINE: *State House,* Augusta.
 MARYLAND: 130 Customhouse, Baltimore.
 MASSACHUSETTS: Room *635,* 80 Federal Street, Boston.
 MICHIGAN: 415 Federal Building, Detroit.
 MINNESOTA: 900 Roanoke Building, Minneapolis.
 MISSISSIPPI: 613 Standard Life Building, Jackson.
 MISSOURI: *1070 Arcade Building,* St. Louis.
 MONTANA: 604 Power Block Building, Helena.
 NEBRASKA: *511 Federal Building,* Omaha.
 NEVADA: Old Federal Post Office Building, Reno.
 NEW HAMPSHIRE: *Federal Building, Manchester.*
 NEW JERSEY: *870* Industrial Office Building, 1060 Broad Street, Newark.
 NEW MEXICO: Post Office Building, Santa Fe.
 NEW YORK: 45 Broadway, New York City.
 622 National Savings Bank Building, Albany (branch).
 White Building, 298 Main Street, Buffalo (branch).
 NORTH CAROLINA: United States Post Office Building, Greensboro.
 NORTH DAKOTA: Room 7, Eltinge Building, 202½ Third Street, Bismarck.
 OHIO: 520 Bulkley Building, Cleveland.
 OKLAHOMA: 427 Commerce Exchange Building, Oklahoma City.
 OREGON: Park Building, Park and Alder Streets, Portland.
 PENNSYLVANIA: 933 Commercial Trust Building, Philadelphia.
 Law and Finance Building, 429 Fourth Avenue, Pittsburgh (branch).
 RHODE ISLAND: National Exchange Bank Building, 17 Exchange Street, Providence.
 SOUTH CAROLINA: 704 Peoples Building, Charleston.
 SOUTH DAKOTA: *First National Bank Building,* Sioux Falls.
 TENNESSEE: 410 Cotton States Building, Nashville.
 TEXAS: *Athletic Club* Building, Dallas.
 Milam Building, Houston (branch).
 Chamber of Commerce Building, El Paso (branch).
 UTAH: 1103 Boston Building, Salt Lake City.
 VERMONT: 406 Federal Building, Rutland.
 VIRGINIA: 936 Central National Bank Building, Richmond.
 WASHINGTON: 1730 Exchange Building, Seattle.
 WEST VIRGINIA: Kanawha Valley Bank Building, Charleston.
 WISCONSIN: 2100 Mariner Tower Building, Milwaukee.
 WYOMING: Post Office Building, Casper.

Approved.

L. J. MARTIN,
Acting Administrator.

NOT A RECOMMENDED PUBLICATION

RURAL ELECTRIFICATION ADMINISTRATION



RURAL ELECTRIFICATION ADMINISTRATION

OFFICERS

MORRIS L. COOKE, *Administrator*; WILLARD E. HERRING, *Special Assistant to the Administrator*; PERRY R. TAYLOR, *Personal Assistant to the Administrator*; VINCENT D. NICHOLSON, *General Counsel*; THOMAS E. O'CALLAGHAN, *Assistant General Counsel*; MELVIN O. SWANSON, *Chief Engineer*; L. A. SEARS, *Chief, Projects Initiation Section*; M. L. RAMSEY, *Director of Information and Research*; KENDALL FOSS, *Chief, Information Section*; BOYD FISHER, *Chief, Development Section*; EMILY R. KNEUBUHL, *Chief, Utilization Section*; FOSTER ADAMS, *Chief, Research and Statistical Section*; RUSSELL COOK, *Personnel Director*; JOSEPH F. MARION, *Director of Finance*; O. K. INDERLIED, *Chief Clerk and Procurement Officer*; PAUL COCKRILL, *Chief Accountant*

Information, 2000 Massachusetts Avenue, Washington, D. C.

Telephone, POtomac 4990

Creation and Authority.—The Rural Electrification Administration was created by Executive Order No. 7037, dated May 11, 1935, under authority of the Emergency Relief Appropriation Act of 1935 (Public Res. No. 11, 74th Cong., approved Apr. 8, 1935).

Executive Order No. 7130, August 7, 1935, prescribes rules and regulations relating to the prosecution of approved projects by the Rural Electrification Administration.

Purpose.—The purpose of the Rural Electrification Administration is to initiate, formulate, administer, and supervise a program of approved projects with respect to the generation, transmission, and distribution of electric energy in rural areas.

Organization.—The duties and functions of the Rural Electrification Administration are exercised by an administrator who has authority to establish the necessary units and divisions to carry out the purposes of the Administration. The divisions are as follows: Administrative, Education, Engineering, Projects, and Legal.

ACTIVITIES

Type of Loan Made by REA.—The Rural Electrification Administration makes no grants. Under suitable conditions it lends the entire cost of building power and light lines in areas now without electric service. Loans are for 20 years, normally. The interest rate is 3 percent.

Security for Loans.—Loans to private companies are usually secured through the general credit of the borrower. In certain instances and especially on loans to nonprofit agencies the line itself will provide the security.

Funds for Financing Rural Electrification Projects.—For the purpose of financing rural electrification projects, \$100,000,000 may be available out of funds appropriated by the Emergency Relief Appropriation Act of 1935.

***Agencies Eligible for REA Loans.**—The Rural Electrification Administration is empowered to make loans to (a) private corporations, associations, and cooperative associations formed under the laws of the several States, and (b) States, territories, possessions, including sub-divisions and agencies thereof, municipalities and the District of Columbia, and public bodies thereof, where in the determination of the President not less than 25 percent of the loan is to be spent for work on each particular project.*

REA Does Not Discriminate.—The Rural Electrification Administration deals equally with all members of both the above-mentioned groups willing to undertake to supply farmers with electricity, and able to satisfy REA as to their ability to operate the lines and repay the loans. Cooperation of private power companies as well as public groups is desired.

How Applications for Loans are Made.—Contact with the Rural Electrification Administration is advisable before corporations or public bodies are actually created for the purpose of making application to Rural Electrification Administration for loans. Applications are accepted from representatives of a proposed corporation or public body. In submitting applications the name of the applicant (either now existing or to be created) is required, together with the names, titles, and addresses of the official representatives of the applicant.

Proposed Lines and Areas to be Covered to be Shown by Map.—Accompanying the application must be a road map of the area on a reasonable scale, indicating the proposed line and the potential consumers, both farm and nonfarm.

Length of Line and Nearest Source of Supply of Energy.—The application must indicate so far as possible the length of the required line from nearest point of supply of energy. If there is no practicable existing source of energy, this fact must be stated. In cases where energy is to be purchased at wholesale by the applicant, the application shall state the name of the company or municipality from which it is expected to purchase energy and the wholesale cost per kilowatt-hour.

Estimated Total Number of Customers on Each Line.—The application must contain an estimate of the number of customers on the proposed line and an estimate of the annual kilowatt-hour consumption for the entire line.

Estimated Amount Customers Can Spend for Appliances and Energy.—Applicants are requested to submit an estimate of the amount the average customer on the proposed line can spend each month for wiring the premises and for electrical appliances, and also the amount which the average customer can pay for energy.

Additional Information Required from Applicants.—The following additional information so far as possible must be furnished: The estimated cost of the completed project; voltage on supply line and on proposed line; the proposed arrangement for maintenance and operation of the line; a suggested rate for customers who will connect with the line; an estimate of the gross annual revenue; indication on the map of each customer's demand in excess of 5 horsepower; whether the project will compete with any existing facilities; how soon construction can be started; and the time necessary for completion of construction.

Method of Handling Applications.—When an application for a loan is received by the Rural Electrification Administration in Washington, it is carefully examined by the Projects, Engineering, and Legal Divisions of the Administration. If and when approved by the Administrator, an application on a prescribed form is submitted to the Division of Applications and Information of the National Emergency Council, together with appropriate comments. The application is then forwarded to the Advisory Committee on Allotments. Should the project application meet with the approval of the Committee, it is sent to the President, who may authorize the necessary allotment.

Procedure After Approval by the President.—Upon approval of a project by the President, the Rural Electrification Administration administers and supervises the project. The procedure of administration includes the negotiation and execution of a loan contract; the preparation or approval and the execution of all documents necessary to secure the financial interests of the Government and to conserve the policies established by the relevant Executive orders, rules, and regulations issued under the Emergency Relief Appropriation Act of 1935; requirements of compliance with all relevant State and Federal laws; and necessary engineering supervision.

***REA Administrator Executes Loan Contracts.**—The Rural Electrification Administrator has exclusive authority to approve and execute a contract under the terms of which the borrowing agency agrees to construct the project, or to have it constructed, according to the specifications determined or approved by the Rural Electrification Administration, and the Administrator agrees to loan a sum or sums not greater than the sum or sums approved for the project.

The loan contract authorizes the borrowing agency to prosecute the project either itself or by contract, with or without competitive bids. The method of prosecution is determined exclusively by the Administrator, and if the project is prosecuted by contract all contracts entered into by the borrowing agency are subject to the approval of the Rural Electrification Administration.

The loan contract provides for supervision of the project by the Rural Electrification Administration, and contains such provisions as the Administrator may determine for effectuating the purposes of the Emergency Relief Appropriation Act of 1935, and Executive orders, rules and regulations issued thereunder, and the policies of the Rural Electrification Administration.

Wages on REA Projects.—Wages for persons employed on REA projects (except in executive, administrative, supervisory, and highly skilled positions) are determined by the Rural Electrification Administration in accordance with local wage conditions.

Hours of Work on REA Projects.—The maximum hours of work for persons employed on REA projects are determined by the Rural Electrification Administration, but may not exceed 8 hours a day and 40 hours a week, except in unusual circumstances when these limitations are not practicable. These restrictions do not apply to persons employed in executive, administrative, supervisory, and highly skilled positions.

Persons on Public Relief Rolls Preferred for Employment on REA Projects.—Preference is given to persons on public relief in selecting employees for REA projects, and, except with the specific authorization of the Rural Electrification Administration, at least 90 percent of the workers employed on REA projects must be taken from public relief rolls.

Persons Eligible for Employment on REA Projects.—Only persons certified for assignment to work by the United States Employment Service or persons specifically authorized by the Rural Electrification Administration are employed on REA projects.

Loans for Electrical and Sanitary Appliances and Equipment.—Government financing of purchases of electrical equipment and appliances, including sanitary fixtures, is available under certain conditions through the Electric Home and Farm Authority. Information concerning such loans is obtainable at 2000 Massachusetts Avenue, Washington, D. C.

Information.—All correspondence, including inquiries in regard to projects, is with the headquarters in Washington, D. C. REA has no State or regional offices.

Authorizations for Loans.—All authorizations for project loans come from Washington.

Approved.

MORRIS L. COOKE,
Administrator.

VINCENT D. NICHOLSON,
General Counsel.

(9-24-35)



THE WORKS PROGRAM

Creation and Authority.—By authority of Public Resolution No. 11, Seventy-fourth Congress, approved April 8, 1935, the President, in a series of Executive orders, inaugurated a broad program of works to be carried out by 61 units of the Federal Government.

Purpose.—It is the purpose of the Works Program to “provide relief, work relief, and to increase employment by providing for useful projects” throughout the United States, its Territories, and the District of Columbia.

In relation to the Works Program the President recognizes the following fundamental principles:

- (a) The projects should be useful.
- (b) Projects shall be of a nature that a considerable proportion of the money spent will go into wages for labor.
- (c) Projects which promise ultimate return to the Federal Treasury of a considerable proportion of the costs will be sought.
- (d) Funds allotted for each project should be actually and promptly spent and not held over until later years.
- (e) In all cases projects must be of a character to give employment to those on the relief rolls.
- (f) Projects will be allocated to localities or relief areas in relation to the number of workers on relief rolls in those areas.
- (g) “* * * to move from the relief rolls to work on such projects or in private employment the maximum number of persons in the shortest time possible.”

Organization.—The Works Program is headed by the President. To carry out the administrative details of the program, the President established the Division of Applications and Information, National Emergency Council; the Advisory Committee on Allotments, and the Works Progress Administration. These units are assisted in the field by State directors for the National Emergency Council, State Administrators of the Works Progress Administration, and State Directors of the Federal Emergency Administration of Public Works. Two other agencies for specific programs, to be shown elsewhere in this Manual, are the Rural Electrification Administration and the Resettlement Administration.

DIVISION OF APPLICATIONS AND INFORMATION

Division Established by Executive Order.—This unit was created on May 6, 1935, by Executive Order No. 7034.

General Objectives of the Division of Applications and Information.—In this agency applications for allotments of funds were received through the regular Government channels.

Division Furnishes Complete Information Service.—The other principal function of the Division was to act as an information service on the status and the disposition of applications which were submitted.

ADVISORY COMMITTEE ON ALLOTMENTS

Establishment of Advisory Committee on Allotments.—This Committee also was created by Executive Order No. 7034, of May 6, 1935.

Function of Advisory Committee on Allotments.—It is the function of the Committee to make recommendations to the President with respect to the allotments of funds for projects covered by applications transmitted by the Division of Applications and Information.

The Advisory Committee on Allotments is composed of the following:

The Secretary of the Interior, Chairman.
 The Secretary of Agriculture.
 The Secretary of Labor.
 The Executive Director of the National Emergency Council.
 The Administrator of the Works Progress Administration.
 The Federal Emergency Relief Administrator.
 The Director of Procurement.
 The Director of the Bureau of the Budget.
 The Chief of Engineers, United States Army.
 The Commissioner of Reclamation.
 The Deputy Administrator of the Federal Emergency Administration of Public Works.
 The Director of Soil Conservation.
 The Chief of the Forest Service.
 The Director of Emergency Conservation Work.
 The Chief of the Bureau of Public Roads.
 The Administrator of the Resettlement Administration.
 The Administrator of the Rural Electrification Administration.
 The Executive Director of the National Youth Administration.
 The Director, Housing Division.
 The Vice-Chairman, National Resources Committee, and a representative of—

- (a) The Business Advisory Council.
- (b) Organized labor.
- (c) Farm organizations.
- (d) The American Bankers' Association.
- (e) The United States Conference of Mayors.

WORKS PROGRESS ADMINISTRATION

OFFICERS

HARRY L. HOPKINS, *Administrator*; AUBREY WILLIAMS, LAWRENCE WESTBROOK, CORRINGTON GILL, JACOB BAKER, and ELLEN S. WOODWARD, *Assistant Administrators*; *LT. COL. F. C. HARRINGTON, *Corps of Engineers, U. S. A., Assistant Administrator and Chief Engineer*; *MORTON M. MILFORD, *Special Assistant*; LEE PRESSMAN, *General Counsel*, and WILLIAM E. LINDEN, *Counsel*.

Information, Room 208, Walker-Johnson Building, 1734 New York Avenue NW., Washington, D. C.

Telephone, DIstrict 0330, Branch 665

Creation of the Works Progress Administration.—This agency was established by Executive Order No. 7034, May 6, 1935, under authority of Public Resolution No. 11, Seventy-fourth Congress.

Coordinates Execution of Works Program.—The Works Progress Administration is responsible to the President for the honest, efficient, speedy, and coordinated execution of the Works Program as a whole, and for the execution of that program in such a manner as to move from the relief rolls to work on projects or in private employment, the maximum number of persons in the shortest time possible.

***Organization.**—The functions of the Administration are distributed among six major groups of divisions, headed by the five Assistant Administrators and the Chief Engineer. In addition, the Administrator has created within the organization a Committee on Procedure, the Chairman of which is charged with the duty of coordinating and of correlating all operating procedure of the Works Progress Administration.

The Administration is represented in the field by five field representatives, each having a certain group of States within his territory. With the assistance of regional engineers, regional directors of women's activities, and regional social workers assigned to their staffs, the field representatives interpret federal policies to officials of the Works Progress Administration within those States, and advise the Administrator concerning developments in the States. The Administration also is represented in the field by regional examiners concerned with financial and reporting matters, by special agents concerned with investigations, and by advisers on labor relations concerned with relationships of men employed to the Administration.

Two advisory boards have been appointed by the Administrator to assist him in carrying out the program laid down by the President. The Labor Policies Board, consisting of three members, acts in an advisory capacity on questions involving labor relations. The Works Progress Advisory Board, consisting of five to seven members, acts as an outside observer of Works Progress operations, giv-

ing the Administration the benefit of the layman's perspective of the entire program.

The National Youth Administration was established within the Works Progress Administration by Executive Order No. 7086. Details regarding this Administration are found on page 129.

Funds.—Funds are allotted to the Works Progress Administration from time to time by the President out of the appropriation of \$4,880,000,000 made by the Emergency Relief Appropriation Act of 1935.*

Division of Progress Investigation.—The Works Progress Administration has established a Division of Progress Investigation. It coordinates the pertinent work of existing investigative agencies of the Government, so as to insure the honest execution of the program.

Periodic Reports of Progress on Projects Required.—The Works Progress Administration receives uniform periodic reports of progress on all projects; and, where any avoidable delay occurs, recommends at once to the President appropriate measures for its correction. Similarly, recommendations are made for the termination of projects where it develops that they are not affording sufficient employment to warrant their continuance.

Selection of Persons on Relief Rolls for Work Projects.—With the approval of the President, the Works Progress Administration prescribes rules and regulations assuring that as many of the persons employed on all works projects as feasible are persons receiving relief.

Reports on Employment Submitted.—It is the duty of the Works Progress Administration to formulate and administer a system of uniform periodic reports of the employment on works projects of persons receiving relief.

Wages and Working Conditions Investigated by the Works Progress Administration.—This agency is charged with investigation of wages and working conditions, and with making and submitting to the President such findings as will enable him to prescribe working conditions and rates of pay on projects.

Research Projects Part of Works Program.—Provision is made for the coordination of data-compiling projects to form a part of the Works Program and of such portions of other research activities as are deemed necessary or useful in carrying out the program.

Requests for Opinions and Decisions Coordinated.—This Administration coordinates all such requests addressed to the executive departments or independent establishments of the Government on questions affecting the administration of the act or of orders issued under it.

Small, Useful Projects Carried on by Works Progress Administration.—One of the most important functions of this agency is to recommend and carry on small, useful projects aimed at assuring a maximum of employment in all localities.

Contacts Reemployment Officers in the Various States.—When a project has been approved and allotment made by the President, the Works Progress Administration contacts the State reemployment director in the area involved, advising him of the number of persons required for carrying out the work.

Reemployment Office Obtains Workers from Relief Rolls.—At the same time contact is made with the State reemployment director, local relief officials are notified and persons on relief rolls are certified for employment on the works project.

AUTHORIZATIONS AND REQUIREMENTS OF EMERGENCY RELIEF APPROPRIATION ACT OF 1935

To effectuate its purpose, the following provisions and requirements are laid down in Public Resolution No. 11: The joint resolution authorizing the works program appropriates, to be used by the President in his discretion and under his direction, the sum of \$4,000,000,000, together with the separate funds established for particular areas by proclamation of the President pursuant to section 15 (f) of the Agricultural Adjustment Act; not exceeding \$500,000,000 in the aggregate of any savings or unexpended balances in funds of the Reconstruction Finance Corporation; and not exceeding a total of \$380,000,000 of such unexpended balances as the President may determine are not required for other authorized purposes. The latter purposes include public works, emergency relief and civil works, and relief for agricultural areas provided for in previous appropriations.

Provisions of the Emergency Relief Appropriation Act of 1935.—The act provides that, except as to such part of the appropriation as the President may deem necessary for continuing relief as authorized under the Federal Emergency Relief Act of 1933, as amended, or for restoring to the Federal Emergency Administration of Public Works any sums impounded or transferred after December 28, 1934, to the Federal Emergency Relief Administration, this appropriation shall be available for the classes of projects named below, with limitations as indicated.

Authorized Projects and Limitations of Expenditures.—(a) Highways, roads, streets, and grade-crossing elimination, \$800,000,000; (b) rural rehabilitation and relief in stricken agricultural areas, and water conservation, transmountain water diversion and irrigation and reclamation, \$500,000,000; (c) rural electrification,

\$100,000,000; (*d*) housing, \$450,000,000; (*e*) assistance for educational, professional, and clerical persons, \$300,000,000; (*f*) Civilian Conservation Corps, \$600,000,000; (*g*) loans or grants, or both, for projects of States, Territories, possessions, including subdivisions and agencies of subdivisions, municipalities, and the District of Columbia, and self-liquidating projects of public bodies where, in the determination of the President, not less than 25 percent of the allotment is to be spent for work under each particular project, \$900,000,000; (*h*) sanitation, prevention of soil erosion, prevention of stream pollution, seacoast erosion, reforestation, forestation, flood control, rivers and harbors, and miscellaneous projects, \$350,000,000.

Other Provisions Affecting Expenditures.—Under the act not to exceed 20 percent of the amount appropriated may be used by the President to increase any one or more of the foregoing limitations, if he finds it necessary to do so, in order to effectuate the purposes of the joint resolution.

Restrictions as to Military and Naval Expenditures.—No part of the appropriation made by this joint resolution may be expended for munitions, warships, or military or naval material. This proviso, however, does not prevent the use of the appropriation for new buildings, reconstruction of buildings, and other improvements in military or naval reservations, posts, forts, camps, cemeteries, or fortified areas, or for projects for nonmilitary or nonnaval purposes in such places.

Funds for Highways and Related Projects Apportioned by the Secretary of Agriculture.—With certain exceptions, all sums allocated by the Administration of the Works Program for construction of public highways and other related projects are apportioned by the Secretary of Agriculture, in accordance with the Federal Highway Act of November 9, 1921, as amended, for expenditure by State highway departments. Sums allocated for construction of public highways and other related projects within or adjacent to national forests, national parks, national parkways, or other Federal reservations, are not apportioned by the Secretary of Agriculture.

Allocation of Funds for Grade-Crossing Elimination.—Amounts are apportioned by the Secretary of Agriculture for the elimination of hazards to life at railroad grade crossings, reconstruction of existing railroad grade crossing structures, and relocation of highways to eliminate grade crossings. The apportionments to the States, the Territory of Hawaii and the District of Columbia are based, one-half on population as shown by the latest decennial census, one-fourth on the mileage of the Federal-aid highway system as determined by the Secretary of Agriculture, and one-fourth on the railroad mileage as determined by the Interstate Commerce Commission.

Grade-Crossing Expenditures Made by State Highway Departments.—Funds for grade-crossing projects are expended by State

highway departments under the provisions of the Federal Highway Act of November 9, 1921, as amended and supplemented, and subject to the provisions of section 1 of the Federal Highway Act of June 18, 1934 (48 Stat. 933).

Highway Funds for Alaska, Puerto Rico, and the Virgin Islands.—The President is authorized to allot funds from the Emergency Relief Appropriation Act of 1935 for the construction, repair, and improvement of public highways in Alaska, Puerto Rico, and the Virgin Islands.

Relief Agencies May Build or Repair Roads.—The President is authorized to allot money from this appropriation to relief agencies for constructing and improving roads and streets. These expenditures are subject to such rules and regulations as the President may prescribe. Preference is given in the employment of labor to persons receiving relief, where they are qualified.

The President Predetermines Rates of Wages and Hours of Work.—The joint resolution authorizes the President to predetermine for each State the hours of work and rates of pay to be paid to skilled, intermediate, and unskilled labor engaged in construction and repair of roads.

Jurisdiction Over Federal Projects.—Rivers and harbors projects, reclamation projects (except the drilling of wells, development of springs and subsurface waters), public buildings, and other Federal projects are carried out under the direction of the respective Government departments or agencies having jurisdiction of similar projects.

Loans From Emergency Relief Appropriation Act of 1935 for Farm Purposes.—In his discretion the President is authorized to use funds from the appropriation to finance, in whole or in part, the purchase of farm lands and necessary equipment by farmers, farm tenants, croppers, or farm laborers. These loans are made upon terms prescribed by the President. The loans are made through the Resettlement Administration.

Funds Available for Agricultural Adjustment Administration.—For the administration of the Agricultural Adjustment Act, as amended, funds from this appropriation may be used for 12 months from April 8, 1935.

Disability or Death Compensation and Benefits to be Paid From Appropriation of 1935.—Disability, death compensation, and benefits provided by the Employees' Compensation Act are applicable to persons employed by the United States and receiving security payments in accordance with schedules established by the President. So much of the funds appropriated by the Emergency Relief Appropriation Act of 1935 as the United States Employees' Compensation Commission, with the approval of the President, estimates

and certifies to the Secretary of the Treasury will be necessary for payment of such compensation and administrative expense are set aside in a special fund and administered by the Commission for such purpose, and after June 30, 1936, such special fund shall be available annually in such amounts as may be specified in the annual appropriation acts.

Duties and Functions of Agencies Established by the President.—In carrying out the provisions of the Emergency Relief Appropriation Act of 1935, the President establishes and prescribes the duties and functions of the necessary agencies, and also sets up rules and regulations required in conducting the Works Program.

Acquisition of Property Under the Act.—Authority is given the President, within certain limits, to acquire, by purchase or by the power of eminent domain, any real property or interest in real property, and to improve, develop, grant, sell, lease, or otherwise dispose of such property or interest therein (with or without the privilege of purchasing).

Federal Emergency Relief Act Extended.—Until June 30, 1936, or such earlier date as the President by proclamation may fix, the Federal Emergency Relief Act of 1933, as amended, is continued in full force and effect.

Functions of Federal Emergency Administration of Public Works Continued.—This unit, established under authority of title II of the National Industrial Recovery Act, is continued until June 30, 1937. It is authorized to perform such functions under that act and under Joint Resolution No. 11, Seventy-fourth Congress, as are authorized by the President.

Sale of Securities for Making Further Loans.—The President is authorized to sell any securities acquired under the National Industrial Recovery Act or the Emergency Relief Appropriation Act of 1935, and to use the proceeds for making further loans.

Commissioner of Accounts and Deposits to Disburse Works Program Funds.—By direction of the President, the Secretary of the Treasury, through the disbursing and accounting facilities under the Commissioner of Accounts and Deposits of the Treasury Department, provides for all disbursements from funds appropriated by the Emergency Relief Appropriation Act of 1935, subject only to such exceptions as the Secretary may authorize.

Executive Control Over Fund Exercised by President.—The system of accounts established according to the foregoing paragraph is to enable the President to exercise control over funds appropriated by the act, to provide current financial and accounting information for Government agencies concerned, and to make a complete report to Congress concerning expenditures made and obligations incurred, by classes and amounts.

Purchase of Materials for Works Projects.—The Secretary of the Treasury is directed, through the Director of Procurement, to pur-

chase, or to provide a system for the purchase of all materials, supplies, and equipment to be procured with funds appropriated by the act.

Budget Director Passes upon Requests for Allotment for Administrative Expenses.—The President has directed the Director of the Bureau of the Budget to pass upon all requests for allotments of funds for administrative purposes.

Permanent and Emergency Agencies of Government Assist in Works Program.—All permanent and emergency agencies of the Government shall afford full cooperation to the units of the Works Program, making available any personnel and facilities that may aid in carrying out the purposes of the act.

Administrative Procedures Prescribed by Agencies Established under the Act.—These agencies are authorized by the President to prescribe administrative procedures, and to submit for the approval of the President such rules and regulations as found necessary to carry out their respective duties and powers.

REGULATIONS RELATING TO WAGES, HOURS OF WORK, AND CONDITIONS OF EMPLOYMENT

Earnings Placed on Monthly Salary Basis.—Except in certain cases, earnings of workers on projects financed in whole or in part from funds appropriated by the Emergency Relief Appropriation Act of 1935 are on a monthly salary basis. The earnings differ according to various regions, degrees of urbanization, and classes of work prescribed under the regulations.

Workers Paid for Time Lost Because of Inclement Weather.—Monthly earnings being in the nature of a salary, workers are paid for time lost due to weather conditions or temporary interruptions in the project beyond the control of the workers.

Employees Must Report for Work.—In order to be credited for time lost because of weather or temporary suspension of the project, the worker must report on the job and be officially dismissed for the day unless otherwise notified by the project supervisor.

Deductions Made for Time Lost Voluntarily.—Deductions from monthly earnings are made in cases of time lost because of voluntary absence, illness, completion or postponement of a project, or permanent dismissal.

SCHEDULE OF MONTHLY EARNINGS

* Monthly earnings applicable to any county, or, in the discretion of the Works Progress Administrator, or representatives designated

(11-25-35)

by him, to any township, are based upon the 1930 population of the largest municipality contained therein, as follows: *

| Regions ¹ | Over 100,000 | 50,000- 100,000 | 25,000- 50,000 | 5,000- 25,000 | Under 5,000 |
|--|-----------------|--------------------|-------------------|------------------|----------------|
| Unskilled Work | | | | | |
| Region I..... | \$55 | \$52 | \$48 | \$44 | \$40 |
| II..... | 45 | 42 | 40 | 35 | 32 |
| III..... | 35 | 33 | 29 | 24 | 21 |
| IV..... | 30 | 27 | 25 | 22 | 19 |
| Intermediate Work | | | | | |
| Region I..... | \$65 | \$60 | \$55 | \$50 | \$45 |
| II..... | 58 | 54 | 50 | 44 | 38 |
| III..... | 52 | 48 | 43 | 36 | 30 |
| IV..... | 49 | 43 | 38 | 32 | 27 |
| Skilled Work | | | | | |
| Region I..... | \$85 | \$75 | \$70 | \$63 | \$55 |
| II..... | 72 | 66 | 60 | 52 | 44 |
| III..... | 68 | 62 | 56 | 48 | 38 |
| IV..... | 68 | 58 | 50 | 42 | 35 |
| Professional and Technical Work | | | | | |
| Region I..... | \$94 | \$83 | \$77 | \$69 | \$61 |
| II..... | 79 | 73 | 66 | 57 | 48 |
| III..... | 75 | 68 | 62 | 53 | 42 |
| IV..... | 75 | 64 | 55 | 46 | 39 |

¹ Regions include the following States:

I. Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.

II. Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota, Delaware, District of Columbia, Maryland, West Virginia.

III. Arkansas, Kentucky, Louisiana, Oklahoma, Texas, Virginia.

IV. Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina-Tennessee.

Adjustment of Rate of Earnings Made by Works Progress Administrator.—* The foregoing monthly earnings schedule is subject to the following adjustments:

(a) The Works Progress Administrator, or representatives designated by him, may redefine any of the regions defined in the foregoing schedule whenever he or they find that it is necessary to do so in order to avoid undue inequality among workers accustomed to similarity of wage rates.

(b) Monthly earnings applicable to an urban area within a county shall, in general, apply to contiguous urban areas in adjacent counties in the same region.

(c) If the territory covered by the operation of any individual project involves the application of more than one schedule of monthly earnings the schedule of monthly earnings for any class of work on the project shall be the highest applicable schedule.

(d) In order to adjust the monthly rate of earnings to local conditions and to avoid inequality among workers or classes of workers in the same region the Works Progress Administrator, or representatives designated by him, may adjust the rate of earnings for any class of work on any project by not more than 10 percent above or below the monthly earnings shown in the foregoing schedule, or as adjusted pursuant to clauses (a), (b), and (c) of this paragraph.

Exceptions to Application of the Foregoing Monthly Earnings Schedule.—The monthly earnings bases referred to heretofore are applicable to workers on all projects financed in whole or in part from the Emergency Relief Appropriation Act of 1935, except:

(a) Emergency Conservation Work, for which existing rules and regulations remain in force.

(b) Projects under the supervision of the Federal Emergency Administration of Public Works, for which wage rates, subject to the approval of the State directors of the Federal Emergency Administration of Public Works, are determined in accordance with local wage conditions by the authority to which the loan, grant, or allotment is made except as otherwise required by law.

(c) Highway and grade crossing elimination work under the supervision of the Bureau of Public Roads and the State highway departments. Minimum wage rates for these projects are determined by the State highway departments based on local wage conditions, and they are subject to the approval of the Bureau of Public Roads.

(d) Permanent buildings for the use of any executive department of the Government of the United States, or the District of Columbia. For these projects the provisions of the act of March 3, 1931 (U. S. C., Supp. VII, title 40, sec. 276a), as amended by section 7 of the Emergency Relief Appropriation Act of 1935, shall apply.

Under these provisions the rate of wage for all laborers and mechanics employed by the contractor or subcontractor on public buildings covered by the contract are not to be less than the prevailing

rate of wages for similar work in the city, town, village, or other civil division in which such projects are located.

(e) Such projects, portions of projects, or activities as the Administrator of the Works Progress Administration shall from time to time exempt, for which wage rates shall be determined, in accordance with local wage conditions, by the agency having general supervision of the project.

(f) Supervisory and administrative employees.

(g) Work relief projects under the supervision of State and local emergency relief administrations for which, pending the transfer of persons working on such projects to the new program, present applicable rules and regulations remain in force.

* Workers on a project receiving board and lodging without expense to them, in camps or lodging houses maintained at or near the site of a project by the Federal agency supervising it, are paid in accordance with the foregoing schedule, less a reasonable charge for board and lodging, not to exceed \$15 a month.*

Regulations Governing Hours of Work Under the Emergency Relief Appropriation Act of 1935.—Except in the case of an emergency involving the public welfare or the protection of the work already done on a project, in special and unusual circumstances when the limitations below are not feasible or practical, and for supervisory and administrative employees, the maximum hours of work are as follows:

(a) For persons employed on a salary basis in accordance with the schedule provided on page 565, the maximum hours of work are determined by the Works Progress Administration, but may not be in excess of 8 hours a day and 140 hours a month.

(b) For persons employed on projects under the supervision of the Federal Emergency Administration of Public Works, on projects under the supervision of the Bureau of Public Roads and State highway departments, and on those exempted by the Administrator of the Works Progress Administration, the maximum hours of work for manual labor are 8 hours a day and 130 hours a month. Maximum hours for clerical and other nonmanual employees shall be 8 a day and 40 a week.

(c) For persons employed on projects located at points so remote and inaccessible that camps or floating plants are necessary, the maximum hours of work are 8 hours a day and 40 hours a week.

(d) For employees working on permanent buildings for the use of any executive department of the Government of the United States, or the District of Columbia, the provisions of Public Act No. 798, Seventy-first Congress, approved March 3, 1931, apply.

(e) For emergency conservation work and work relief under the supervision of State and local emergency relief administrations, existing applicable rules and regulations in regard to hours remain in force.

Schedule for Hours of Work Revised.—An administrative order issued by the Works Progress Administrator on September 19, 1935, provided that the hours of work for all persons employed upon projects (except supervisory and administrative employees) shall not exceed 8 hours a day, 40 hours a week and 140 hours for each two consecutive semi-monthly pay periods commencing with the first two pay periods on the project; provided, that the foregoing limitation shall not apply (a) in the case of an emergency involving public welfare or the protection of the work already done on the project, or (b) in exceptional and unusual circumstances when in the judgment of the State Works Progress Administrator or his authorized representative the limitations set forth above are not feasible or practical.

Subject only to the foregoing limitations, the State Works Progress Administrator or his authorized representative shall determine the hours of work for each semi-monthly pay period with respect to each project or class of projects, as conditions require for each class of work.

This administrative order supersedes administrative order no. 13, which was rescinded.

Conditions of Employment on All Works Projects

(a) No person under the age of 16 years, and no one whose age or physical condition is such as to make his employment dangerous to his health or safety, or to the health and safety of others, may be employed on any works project. This does not operate against the employment of physically handicapped persons otherwise employable, where they may be safely assigned to work which they can ably perform.

(b) No person currently serving sentence in a penal or correctional institution is employed on any work project.

(c) Preference in the employment of workers is given to persons from the public relief rolls and, except with the specific authorization of the Works Progress Administration, at least 90 percent of all persons working on a works project must be taken from the relief rolls.

(d) Only one member of a family group may be employed on the works program, except as specifically authorized by the Works Progress Administration.

(e) Except as specifically provided, workers who are qualified by training and experience to be assigned to work projects shall not be discriminated against on any grounds whatsoever.

(f) All works projects are conducted in accordance with safe working conditions, and every effort is made for the prevention of accidents.

(g) Wages to be paid by the Federal Government may not be pledged or assigned, and any purported pledge or assignment is null and void.

Eligibility of Prospective Employees.—Persons are eligible for employment on works projects who are registered with the employment offices designated by the United States Employment Service in accordance with the administrative order issued May 22, 1935, by the Federal Emergency Relief Administrator and who were receiving public relief in May 1935.

It is provided, however, that as the various occupational classes in such groups are exhausted through employment, other persons who become eligible for public relief subsequent to May 1935, and are certified to the Works Progress Administration and the United States Employment Service by the State emergency relief administrations, may be added to the list of those eligible for such employment.

Administrative Order Applies to Local and Transient Workers.—State emergency relief administrations require that all employable persons now receiving emergency relief from public funds be registered with the employment offices designated by the United States Employment Service, in order that they may be classified as to occupation and fitness for work, and thus be available for reference to public and private employment. Registration of all employable relief clients with the employment offices designated by the United States Employment Service applies also to nonresident persons receiving transient relief.

Eligibility Not Affected by Temporary Employment.—Persons who once become eligible for employment on projects shall not have their eligibility affected by temporary employment in other public employment or in private industry.

Works Progress Administration Notified of Placements by United States Employment Service.—The United States Employment Service notifies the Works Progress Administration of all persons who are employed on projects and who have complied with the eligibility requirements of Executive orders and have been placed in other public employment or in private employment. This notification is made immediately after the placement of workers, on forms prepared by the Works Progress Administration.

Modification of Rule for Persons Employed on Projects not Operated Under Contract.—Only persons certified for assignment to work by the United States Employment Service are employed on projects, except that for the purpose of coordinating the honest, efficient, and speedy execution of the Works Program, the Works Progress Administrator or the State works progress administrators are authorized, in their discretion, to modify this requirement in connection with any project not operated under contract.

Continuous Certification for Assignment to Work.—Persons employed on projects conducted by State emergency relief administrations and continued by the Works Progress Administration, and who are otherwise eligible, or who are certified by the United States Employment Service as eligible for employment on projects conducted by the Works Progress Administration, are regarded as continuously certified for assignment to work on projects so conducted, unless they are requisitioned by the United States Employment Service for employment on other projects, in other public work, or in private industry.

Basis of Fitness to Perform Certain Work.—Persons certified for assignment to work on projects shall be accepted or rejected by those having responsibility for the management of such employment solely on the basis of their fitness to perform the assigned tasks and shall not be discriminated against on any other grounds.

TYPES OF PROJECTS UNDER JURISDICTION OF THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

In order to assure the expeditious and orderly handling of applications submitted under the Emergency Relief Appropriation Act of 1935 a definition was made of the types of projects to come within the jurisdiction of the Federal Emergency Administration of Public Works and of those under the jurisdiction of the Works Progress Administration.

Works Projects Under P. W. A.—Applications are submitted to the Federal Emergency Administration of Public Works for allotments for the following types of projects: Construction (other than repair and maintenance projects, and other projects directed by the President to be submitted to the Works Progress Administration) where the aggregate cost upon completion is estimated to be more than \$25,000. Examples of such projects are: airport buildings, armories, almshouses, auditoriums, bulkheads, canals, docks, dormitories, schools and university buildings, electric heat, light and power plants and distribution systems, gas plants and distribution systems, jetties, piers, wharves, highways, bridges, tunnels, subways, viaducts, hospitals, dispensaries, sanitariums, markets, warehouses, city and town halls, courthouses, fire and police stations, jails, libraries, sanitary sewer systems, drainage improvements, garbage and rubbish disposal plants, public buildings, sewage disposal plants, storm sewer systems, terminals, water supply and distribution systems, filtration plants, and other similar projects.

Slum Clearance Projects Under Jurisdiction of P. W. A.—Slum clearance and low-cost housing projects of a type heretofore carried on by the Housing Division of the Federal Emergency Administration of Public Works, are under the jurisdiction of P. W. A.

WORKS PROGRESS ADMINISTRATION PROJECTS

Non-Construction Projects.—Projects of a type designed to assure maximum employment principally to professional, clerical, and white collar classes are handled by the Works Progress Administration.

Small Works Projects.—The Works Progress Administration has jurisdiction over projects of any type where the aggregate cost upon completion is estimated to be \$25,000 or less. All other projects, regardless of cost, except those under the jurisdiction of P. W. A., also are carried out by the Works Progress Administration. These include such projects as recreational facilities, parks, playgrounds, small dams, ditches, street repairs, demolition, malaria control, pest extermination, airports, sidewalks, gutters and curbs, levee work, landscaping, grading, farm to market roads, reservoirs, swimming pools, and similar projects.

Applications Rejected by P. W. A. or Withdrawn by Applicant.—Applications rejected by P. W. A. are submitted immediately to the Works Progress Administration. It is the policy of the Advisory Committee on Allotments that any application filed for a public works project which the applicant withdraws shall not be eligible for an allotment for any other type of project by the Committee, except with the consent of the Administrator of Public Works.

Financial Policy for W. P. A. Projects.—No allotments were voted to applicants which are able to finance their projects as public work projects but neglected or refuse so to do.

Submission of Loan Applications.—All applications for loans are submitted to the Federal Emergency Administration of Public Works. Applications for loans and grants for public works projects defined in the President's statement as within the jurisdiction of P. W. A. should be filed at the office of the P. W. A. State Director in the State in which it is proposed to build the project.

The foregoing division of jurisdiction over projects does not apply to applications involving projects falling within the control of any other Federal agency.

LOCAL ADMINISTRATORS, WORKS PROGRESS ADMINISTRATION

| | |
|---------------------------|-------------------------------------|
| ALABAMA----- | THAD HOLT, Montgomery. |
| ARIZONA----- | W. J. JAMIESON, Phoenix. |
| ARKANSAS----- | W. R. DYESS, Little Rock. |
| CALIFORNIA----- | FRANK Y. McLAUGHLIN, San Francisco. |
| COLORADO----- | PAUL D. SHRIVER, Denver. |
| CONNECTICUT----- | MATTHEW A. DALY, New Haven. |
| DELAWARE----- | BANKSON T. HOLCOMB, Wilmington. |
| DISTRICT OF COLUMBIA----- | GEORGE E. ALLEN, Washington. |
| FLORIDA----- | * E. A. PYNCHON,* Jacksonville. |
| GEORGIA----- | MISS GAY B. SHEPPERSON, Atlanta. |
| IDAHO----- | J. L. HOOD, Boise. |
| ILLINOIS----- | ROBERT J. DUNHAM, Chicago. |

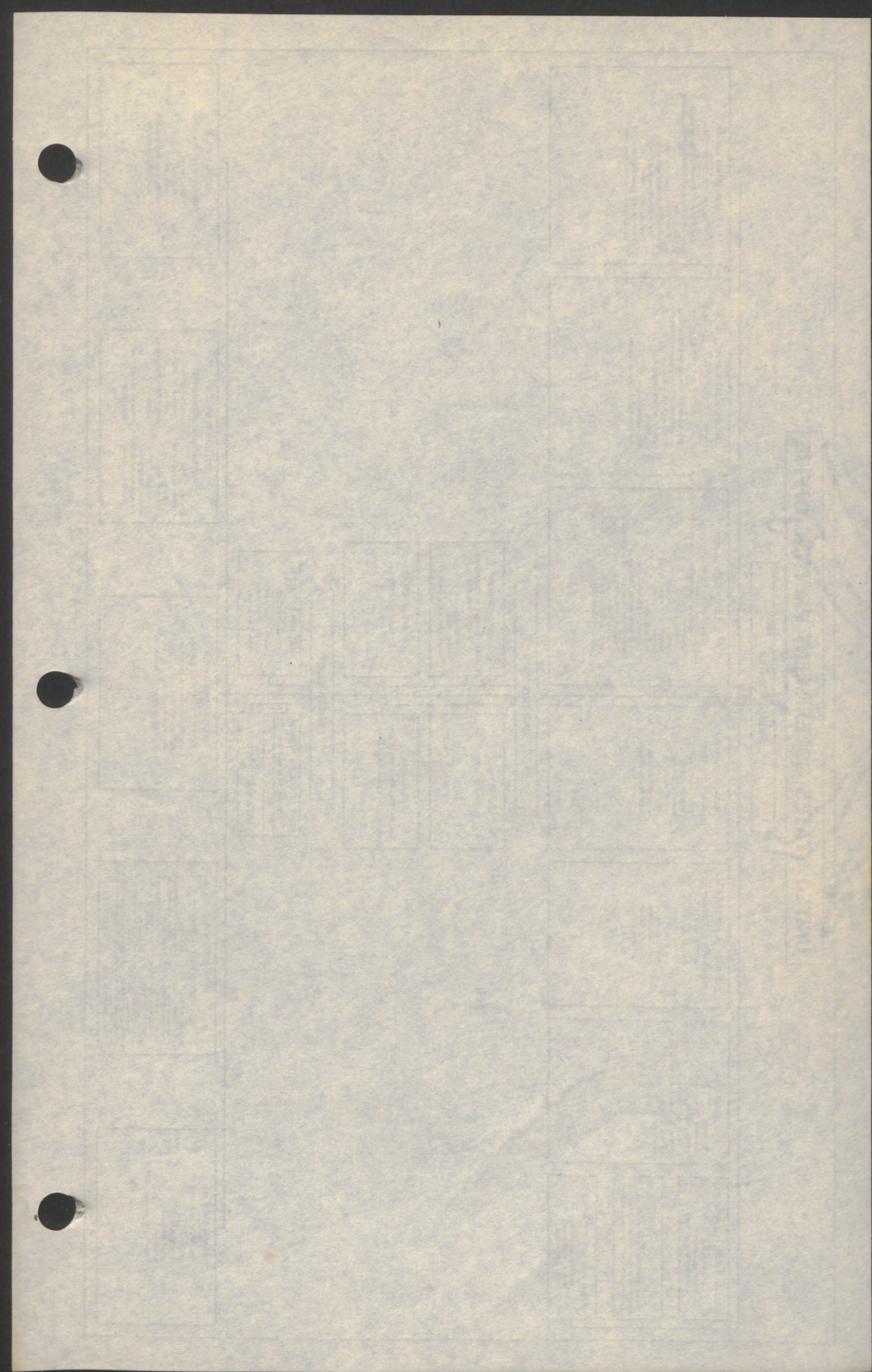
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| INDIANA | WAYNE COY, Indianapolis. |
| IOWA | L. S. HILL, Des Moines. |
| KANSAS | EVAN GRIFFITH, Topeka. |
| KENTUCKY | GEORGE H. GOODMAN, Louisville. |
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| MAINE | ALBERT ABRAHAMSON, Portland. |
| MARYLAND | FRANCIS H. DRYDEN, Baltimore. |
| MASSACHUSETTS | ARTHUR G. ROTCH, Boston. |
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| MONTANA | RAY HART, Helena. |
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| NEVADA | * GILBERT C. ROSS, Reno.* |
| NEW HAMPSHIRE | WILLIAM P. FAHEY, Manchester. |
| NEW JERSEY | WILLIAM H. J. ELY, Newark. |
| NEW MEXICO | LEA ROWLAND, Santa Fe. |
| NEW YORK | LESTER HERZOG, Albany. |
| NEW YORK CITY | VICTOR RIDDER. |
| NORTH CAROLINA | G. W. COAN, Jr., Raleigh. |
| NORTH DAKOTA | THOMAS H. MOODIE, Bismarck. |
| OHIO | CARL WATSON, Findlay. |
| OKLAHOMA | COL. W. S. KEY, Oklahoma City. |
| OREGON | E. J. GRIFFITH, Portland. |
| PENNSYLVANIA | EDWARD N. JONES, Harrisburg. |
| RHODE ISLAND | J. BURLEIGH CHENEY, Providence. |
| SOUTH CAROLINA | LAWRENCE M. PINCKNEY, Columbia. |
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| TENNESSEE | Col. HARRY S. BERRY, Nashville. |
| TEXAS | H. P. DROUGHT, San Antonio. |
| UTAH | DARRELL J. GREENWELL, Salt Lake City. |
| VERMONT | HARRY W. WITTERS, Montpelier. |
| VIRGINIA | WILLIAM A. SMITH, Richmond. |
| WASHINGTON | GEORGE H. GANNON, Seattle. |
| WEST VIRGINIA | F. W. McCULLOUGH, Charleston. |
| WISCONSIN | GEN. RALPH M. IMMELL, Madison. |
| WYOMING | WILL G. METZ, Cheyenne. |

Note: This information is based on the provisions of the Emergency Relief Appropriation Act of 1935, and Executive and Administrative orders issued under authority of the act.

(12-24-35)

This document is based on the provisions of the Emergency Relief Appropriation Act of 1933 and Executive and Administrative orders issued under authority of the act.

U. S. G. O.



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CONGRESSIONAL SERVICE
ADMINISTRATIVE ASSISTANCE

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SUPERVISION OF CLERKS, GUIDES, AND
TELEPHONE EXCHANGE
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PAY ROLL ACCOUNTS
COST ACCOUNTS
REPAY ACCOUNTS
COMPUTING CHARGES
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GENERAL FILES

PURCHASING AGENT
PURCHASE SPECIFICATIONS
CONTRACT PURCHASES
OPEN-MARKET PURCHASES
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SALE OF WASTE MATERIALS
SALE OF OBSOLETE EQUIPMENT

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DOCUMENTS STORAGE SECTION
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DEPOSITORY LIBRARY SECTION
DEPOSIT TO AND FROM EXTERNAL AGENCIES

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INSPECTION AND TESTING OF PAPER AND MATERIALS
TECHNICAL CONTROL OF PROCESSES
SCIENTIFIC INDUSTRIAL RESEARCH
INK MAKING
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PPE-METAL REMEDIATION AND CORROSION

MECHANICAL SUPERINTENDENT
DRAFTING, PHOTOSTATING, AND ENGINEERING
CARPENTER SHOP, CABINET-WORK, BOX-MAKING,
ING SECTION
MACHINE SHOP AND BLACKSMITH SECTION
ELECTRICAL SHOP AND ELEVATOR SECTION
PIPE SHOP AND SHEET-METAL SECTION
POWER AND SERVICE SECTION
BUILDING ALTERATIONS AND REPAIRS SECTION
TEXTILE, CLOTHING, AND LAUNDRY SECTION

**SUBJECT TO TREASURY REGULATIONS
RECEIPT AND DISBURSEMENTS OF ALL FUNDS
OF THE U.S. DEPARTMENT OF COMMERCE**

EMERGENCY HOSPITAL SERVICE
MEDICAL EXAMINATIONS
SANITARY INSPECTIONS

GUARD FORCE
CAPTAIN OF GUARDS

STORES DIVISION
SUPERINTENDENT OF STORES

FIRE MARSHAL (CHIEF PIPEFITTER)

PRENTICE SCHOOL

PRENTICE SCHOOL

PRODUCTION MANAGER

RIGHT PRODUCTION MANAGER

DELIVERY SECTION

ESTIMATING
JACKET WRITING
LAYOUT AND DESIGNING
INFORMATION
SPECIAL DELIVERY SERVICE

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| LITHO TYPE SECTION SLOG-CASTING MACHINES MACHINERY CASTING MACHINES ASSEMBLING AND CONNECTING SORTS SUPPLY ROOM HAND SECTION IMPOSITION STORAGE OF TYPE PAGES PLATE SECTION PATENTS SECTION | JOB SECTION COUNTER MAKE-UP PROOF SECTION PROOF READER PROOF EDITOR TITLE PAGE SET TYPE MACHINE REPAIR SHOP LITHO CO. COMPETITION |
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PRESSES
JOB PRESS SECTION
MONEY-ORDER SECTION
COMPOSITION, PRESSWORK,
BINDING, AND MAILING

POSTAL CARD SECTION
PRESSWORK, STAMP
SHOPPING
OFFSET-PLATES AND
SECTION
TABULATING CARDS
PRESS SECTION

PERINTENDENT OF BINDING
PAMPHLET SECTION
BOOK SECTION
BLANK SECTION
LIBRARY OF CONGRESS READER
BOOKBINDING AND REPAIRING

GOVERNMENT PRINTING OFFICE

OFFICERS

AUGUSTUS E. GIEGENGACK, *Public Printer*, * GEORGE ORTLEB, * *Deputy Public Printer*; MISS JO COFFIN, *Assistant to the Public Printer*; HENRY H. WRIGHT, *Chief Clerk*; EDWARD M. NEVILS, *Production Manager*; EDWARD A. HUSE, *Night Production Manager*; WILLIAM A. MITCHELL, *Superintendent of Planning*; HOWELL K. STEPHENS, *Superintendent of Printing*; BERT E. BAIR, *Superintendent of Presswork*; JOSEPH DUFFY, *Superintendent of Binding*; JOHN A. MCLEAN, *Superintendent of Platemaking*; RUSSELL H. HERRELL, *Superintendent of Accounts and Budget Officer*; ERNEST E. EMERSON, *Purchasing Agent*; ALTON P. TISDEL, *Superintendent of Documents*; ALFRED E. HANSON, *Mechanical Superintendent*; MORRIS S. KANTROWITZ, *Technical Director*; W. H. KERVIN, *Superintendent of Stores and Traffic Manager*; DANIEL P. BUSH, M. D., *Medical and Sanitary Director*; THOMAS L. UNDERWOOD, *Captain of the Guard*; and WILLIAM A. SMITH, *Congressional Record Clerk*

Information, Room 208, Government Printing Office Building, North Capitol and H Streets NW., Washington, D. C.

Telephone, DIstrict 6840, Branch 157

Creation and Authority.—The creation of the Government Printing Office was authorized by Congressional Joint Resolution No. 25, June 23, 1860. A then-existing commercial printing plant was purchased for \$135,000 under the appropriation made February 18, 1861, possession taken March 4, 1861, and thereafter termed the Government Printing Office. The activities of the Government Printing Office were further outlined and defined in the Printing Act of January 12, 1895, as amended (U. S. C., Title 44).

Purpose.—The Government Printing Office executes the orders for printing and binding placed by Congress, and the departments, independent establishments, and bureaus of the Federal Government; furnishes, on order, blank paper, inks, and similar supplies to all Government establishments; distributes as required by law Government publications and maintains necessary catalogs and a library of these publications; and prints for sale to the public such documents as are not of a confidential nature.

Organization.—Various units comprising the Government Printing Office are set forth in the above box and in the functional chart on the opposite page.

ACTIVITIES

Management of the Government Printing Office.—Entire management of the Office, including appointment through Civil Service

of all personnel, is by law vested in the Public Printer, who is required to be a practical printer, versed in the art of bookbinding.

Appointment of Public Printer.—This official is appointed by the President of the United States by and with the advice and consent of the Senate.

Duties of the Deputy Public Printer.—Appointment of the Deputy Public Printer is made through Civil Service by the Public Printer. The Deputy also must be a practical printer, versed in the art of bookbinding. He assumes the duties of the Public Printer in the absence of that official, and performs such other duties as the Public Printer may assign to him.

Fiscal Relations of the Government Printing Office.—The Superintendent of Accounts and Budget Officer is responsible to the Public Printer for the proper handling of finances, costs, estimates for appropriations, pay rolls, etc., and performs such other duties as may be assigned to him by the Public Printer.

Duties of Production Manager.—This official has immediate charge of all production activities in the Government Printing Office.

Duties of Chief Clerk.—Correspondence, personnel records, and related activities are under the direction of the Chief Clerk.

Superintendent of Documents.—The Office of the Superintendent of Documents carries out distribution of Government publications, and maintains catalogs and a library of these publications. (See following section.)

Joint Committee on Printing and its Relation to the Government Printing Office.—While the Public Printer is solely responsible for the management of the Government Printing Office, the Joint Committee on Printing—consisting of three members of the Senate and three members of the House of Representatives—was created by the act of January 12, 1895 (U. S. C., Title 44, Section 1), to adopt and employ such measures as in its discretion it deemed necessary to remedy any neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications.

Contracts for Paper used by Government Printing Office.—The Joint Committee on Printing fixes the standards of paper used in public printing, and approves contracts for such paper and other materials.

Wage Agreements With Employees of Government Printing Office.—The Joint Committee on Printing passes on the wage agreements which the Public Printer is authorized by the act of June 7, 1924 (U. S. C., Title 44, Section 40), to enter into with the employees of the Government Printing Office.

Appropriation of Funds for Public Printer.—Congress each year appropriates direct to the Public Printer a working capital to which is charged the cost of printing and binding for Congress. All other

Government establishments pay to the Public Printer from appropriations under their control the cost of printing and binding which they may order, these payments being deposited by the Public Printer in the Treasury to the credit of the working capital and becoming at once subject to requisition by the Public Printer for authorized expenditures.

Proceeds of Sale of Waste Paper and Material by Public Printer.—These proceeds and also the surplus over the cost of printing documents for sale to the public are deposited in the Treasury to the credit of Miscellaneous Receipts.

Expenses of Superintendent of Documents.—There is a direct appropriation which covers the expenses of the Office of the Superintendent of Documents.

Approved.

A. E. GIEGENGACK,
Public Printer.

(3-12-35)

SUPERINTENDENT OF DOCUMENTS

OFFICERS

ALTON P. TISDEL, *Superintendent*; JOSEPHINE G. ADAMS, *Assistant Superintendent*

Information and Sales Room, 45 G Street NW., Washington, D. C.
Telephone, DIstrict 6840, Branches 40 and 279

Creation and Authority.—The office of Superintendent of Documents was created by authority of the Printing Act of January 12, 1895.

Purpose.—It is the purpose of the Superintendent of Documents to supervise the sale, distribution, cataloguing, and indexing of Federal Government publications.

Organization.—The Superintendent of Documents is appointed by the Public Printer and his office receives a direct appropriation from Congress. The Public Printer is authorized and directed, upon requisition from the Superintendent of Documents, to appoint such assistants as may be necessary.

ACTIVITIES

Sale of Publications.—The Superintendent of Documents is authorized by law to sell copies of Government Publications.

Discounts Allowed.—He is permitted to allow a discount of 25 percent to book dealers and quantity purchasers of 100 or more copies, on condition that the purchasers will adhere to the public sales price set by the Superintendent of Documents and that publications shall not be overprinted with any advertising matter.

Free Distribution Not Permitted.—No free distribution of publications is made by this office, it being the Sales Department for Government publications as instituted by law.

Coupons Issued by Superintendent of Documents.—For convenience in ordering Government publications, coupons are issued by this office in sets of 20 for \$1, each having a face value of 5 cents. They are detachable and usable in payment for Government publications by this office, thus obviating the necessity of continually purchasing postal money orders for relatively small amounts.

Distribution to Depository Libraries.—The Superintendent of Documents distributes publications to depository libraries and mails for the various departments publications sent out on their order to the libraries and others.

Catalogs Compiled by Superintendent of Documents.—He compiles monthly catalogs and biennial catalogs covering all Federal Government publications.

Distribution or Sale of Surplus Publications.—The Superintendent receives all accumulations of Government publications from the departments and annually takes over their surplus for distribution or sale.

Compilation of Bibliographies.—He compiles bibliographies and price lists for Government publications.

Reference Catalog Maintained.—This catalog, containing general and specific information concerning the work and publications of the Federal Government departments, is available at all times at the office of Superintendent of Documents. A library of all Government publications also is maintained by the Superintendent.

Approved.

ALTON P. TISDEL,
Superintendent of Documents.

(3-12-35)

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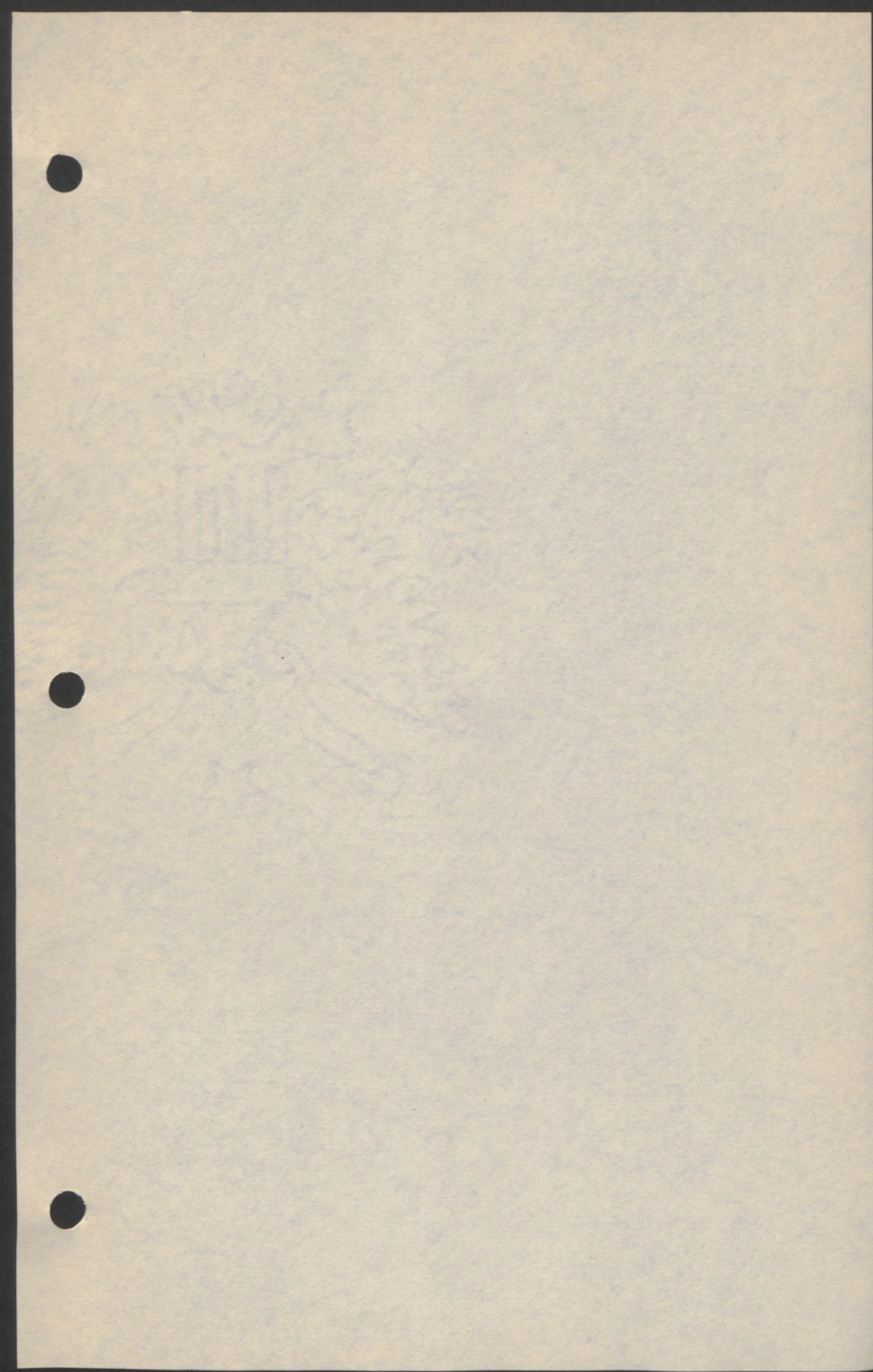
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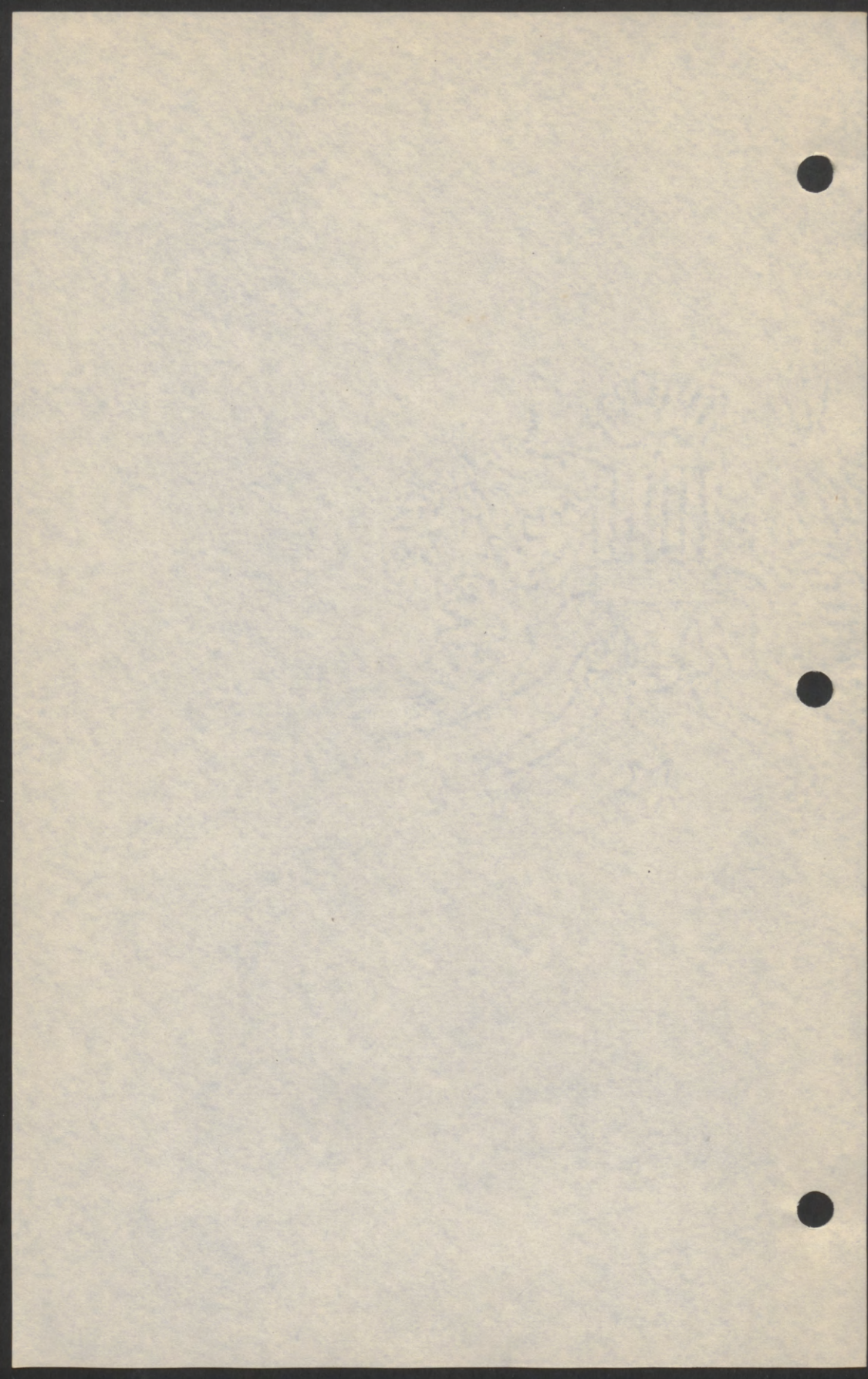
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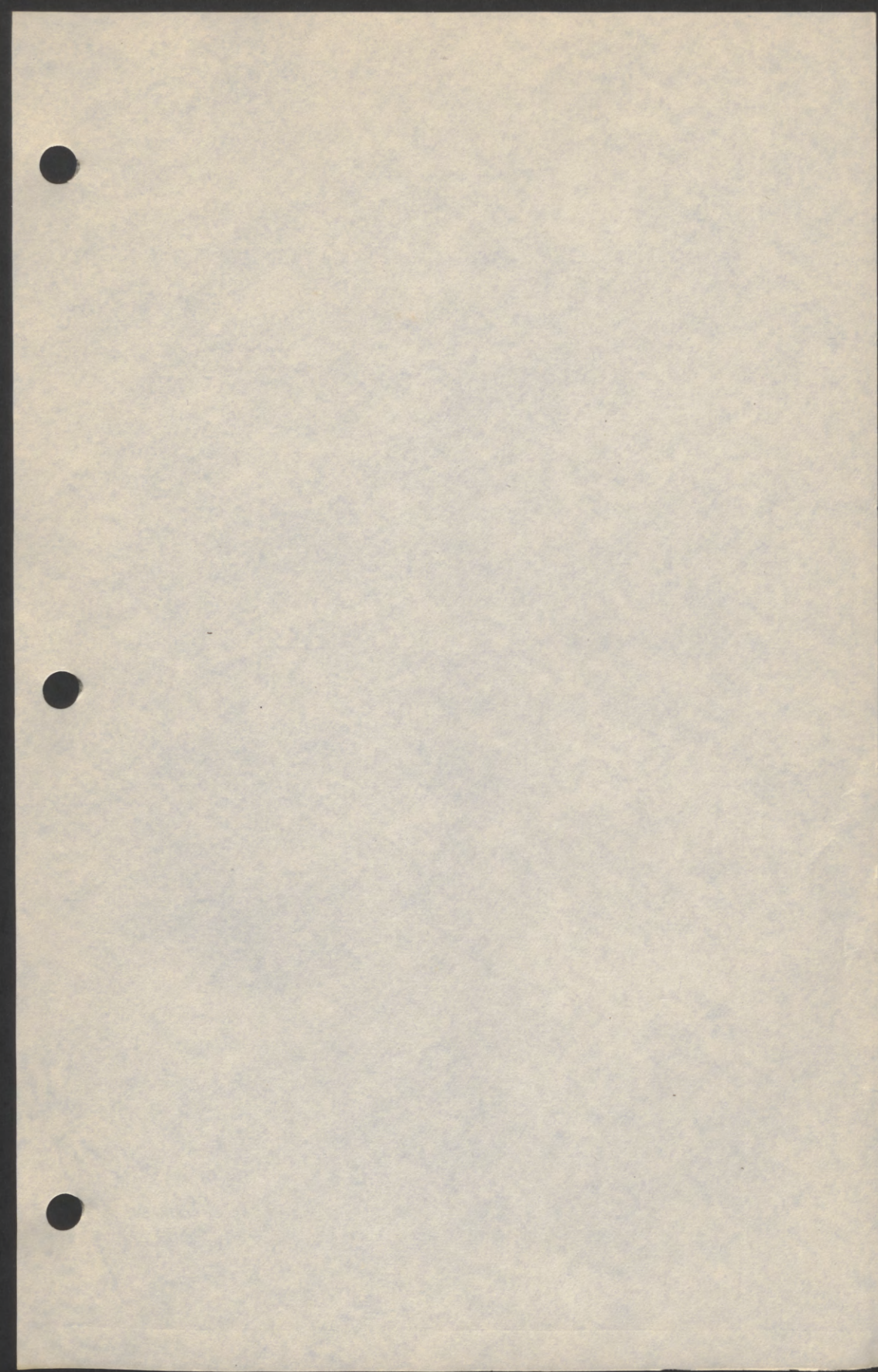
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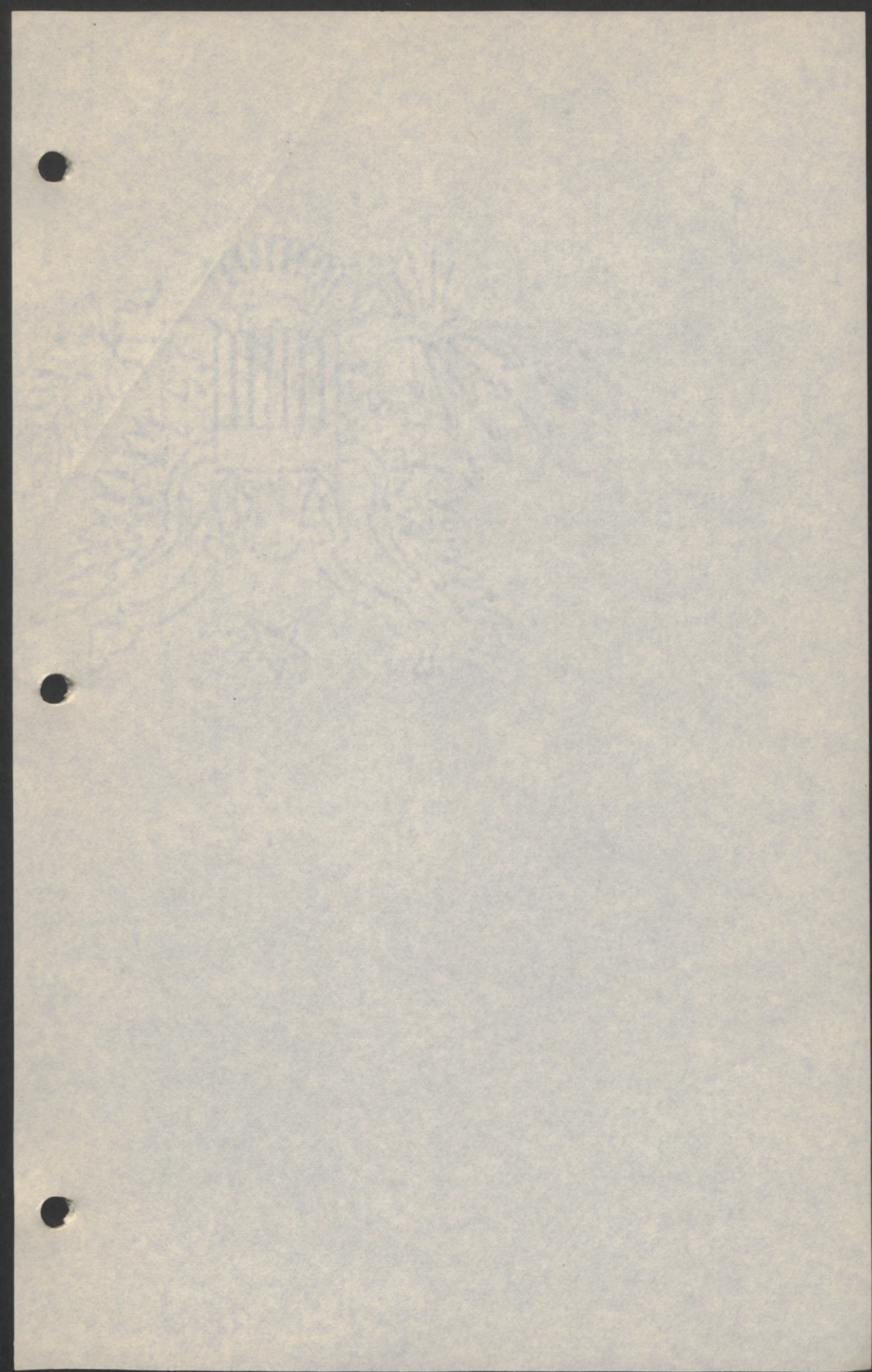
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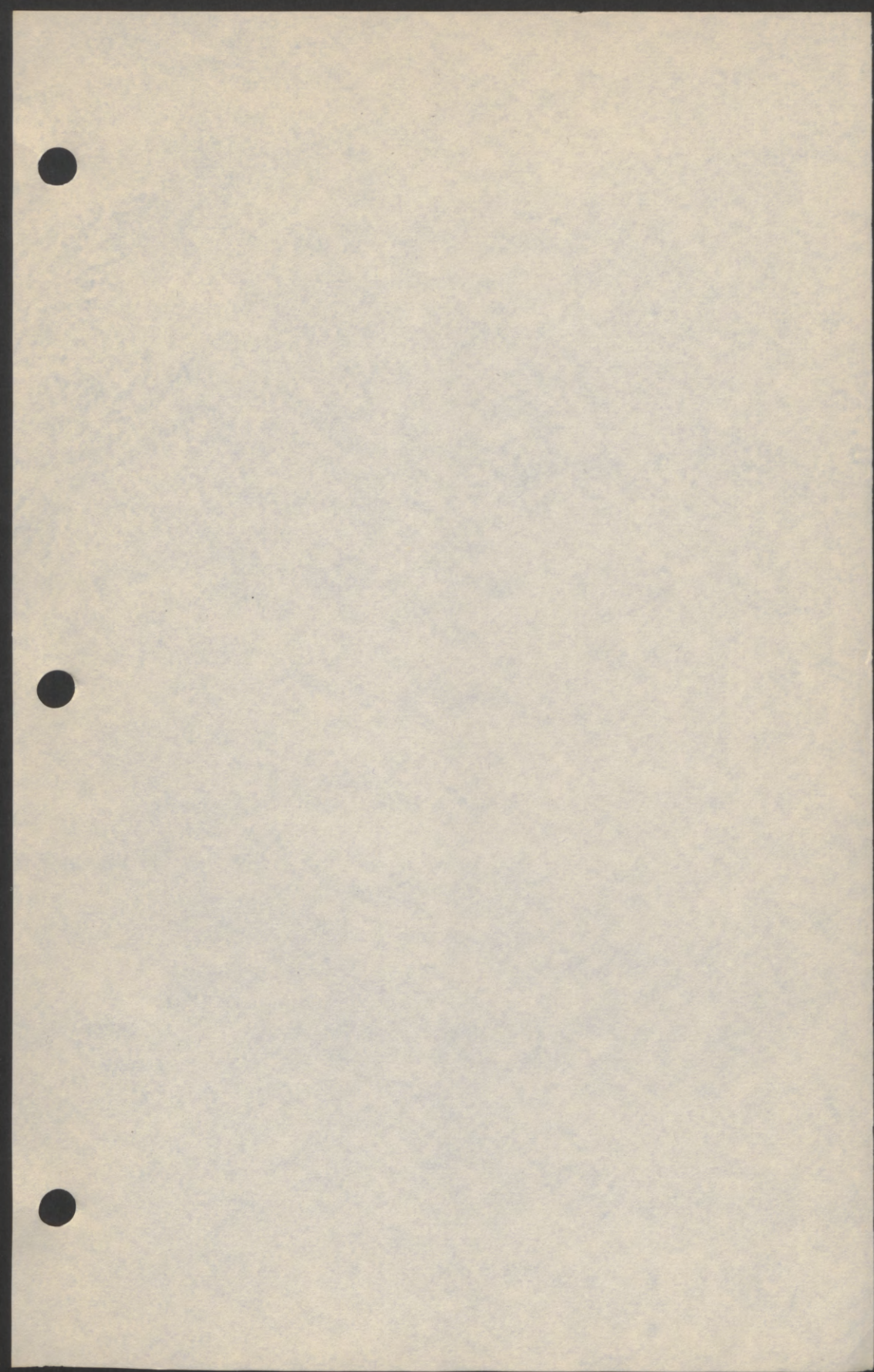




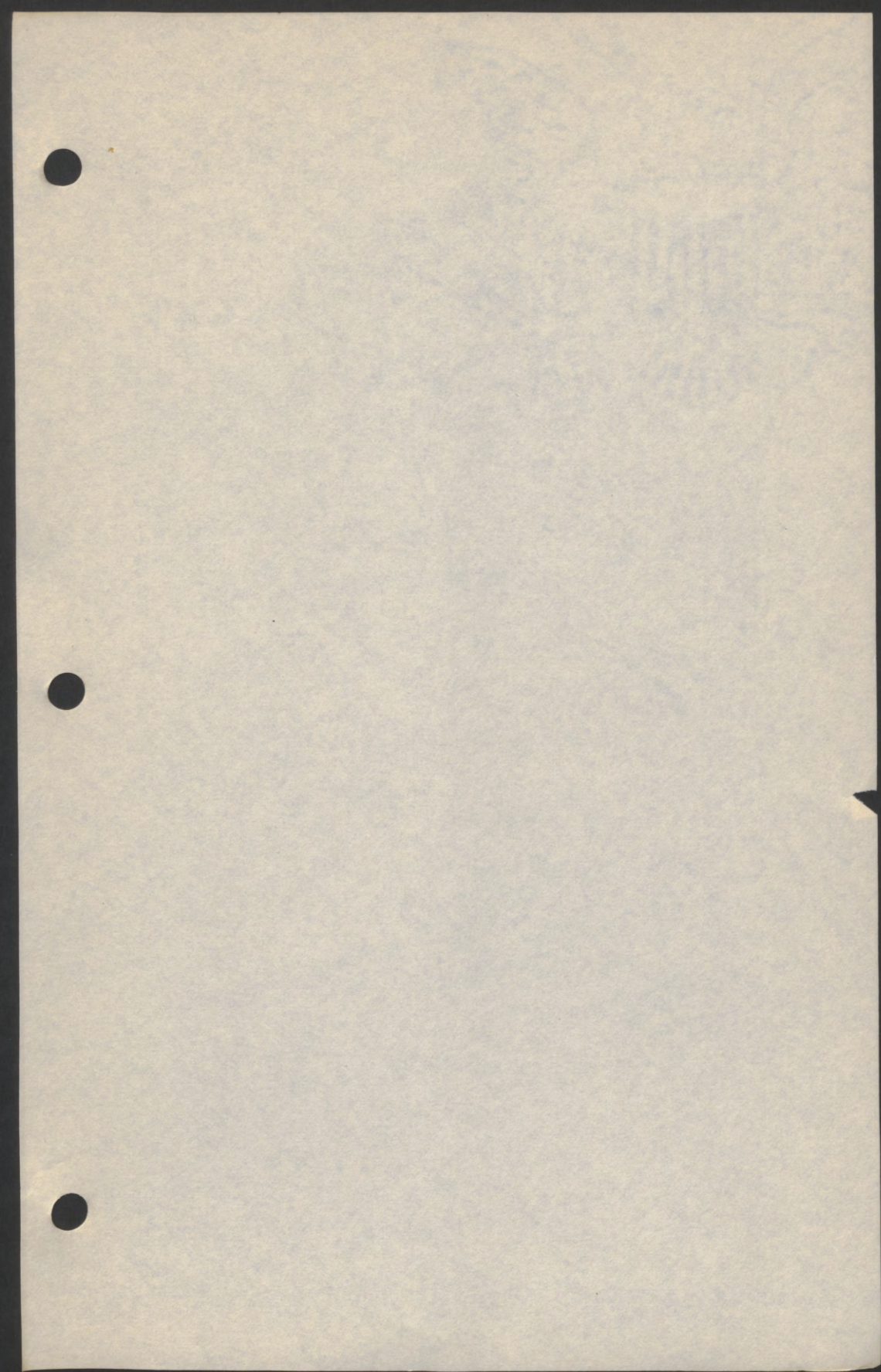


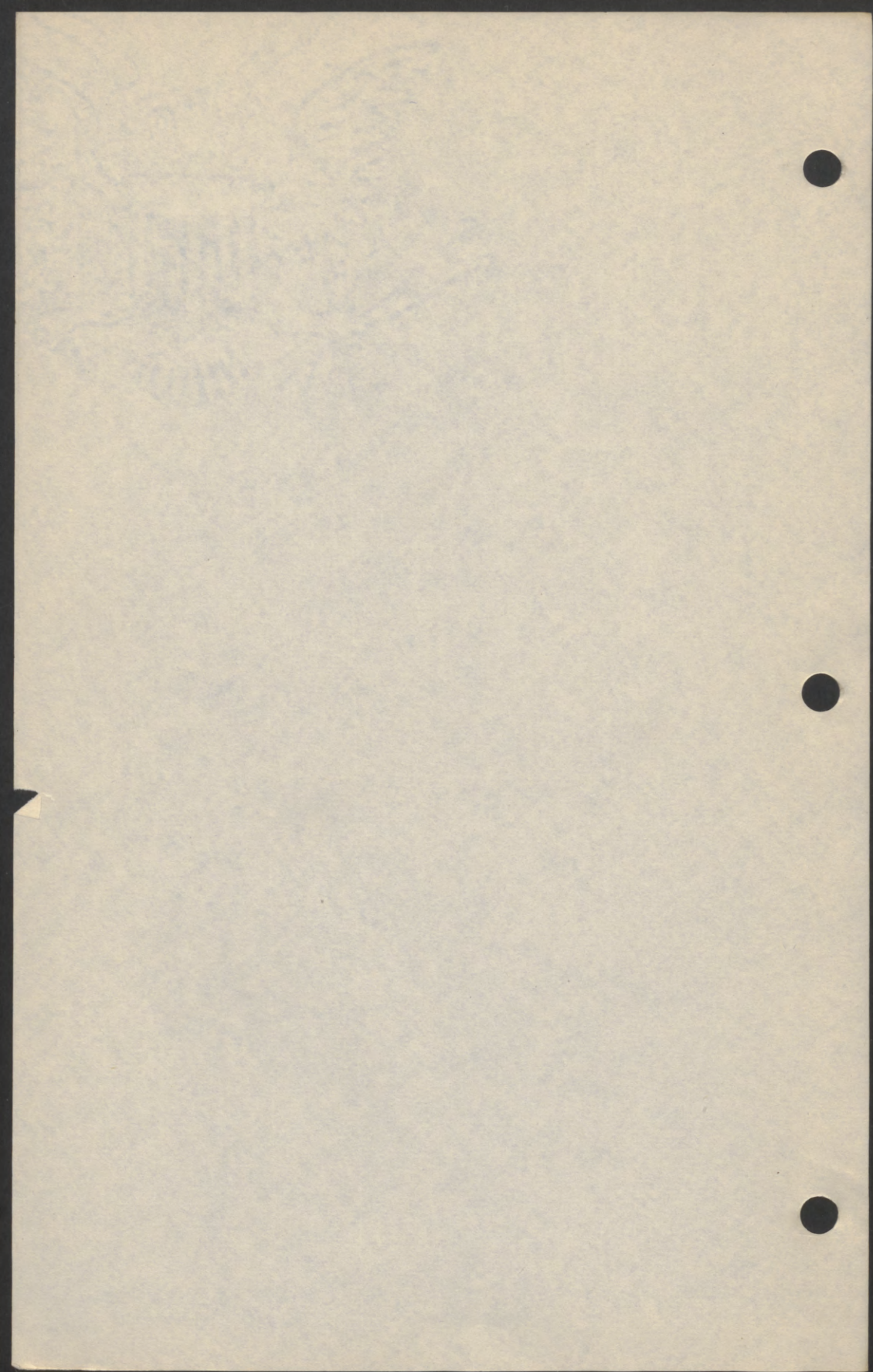


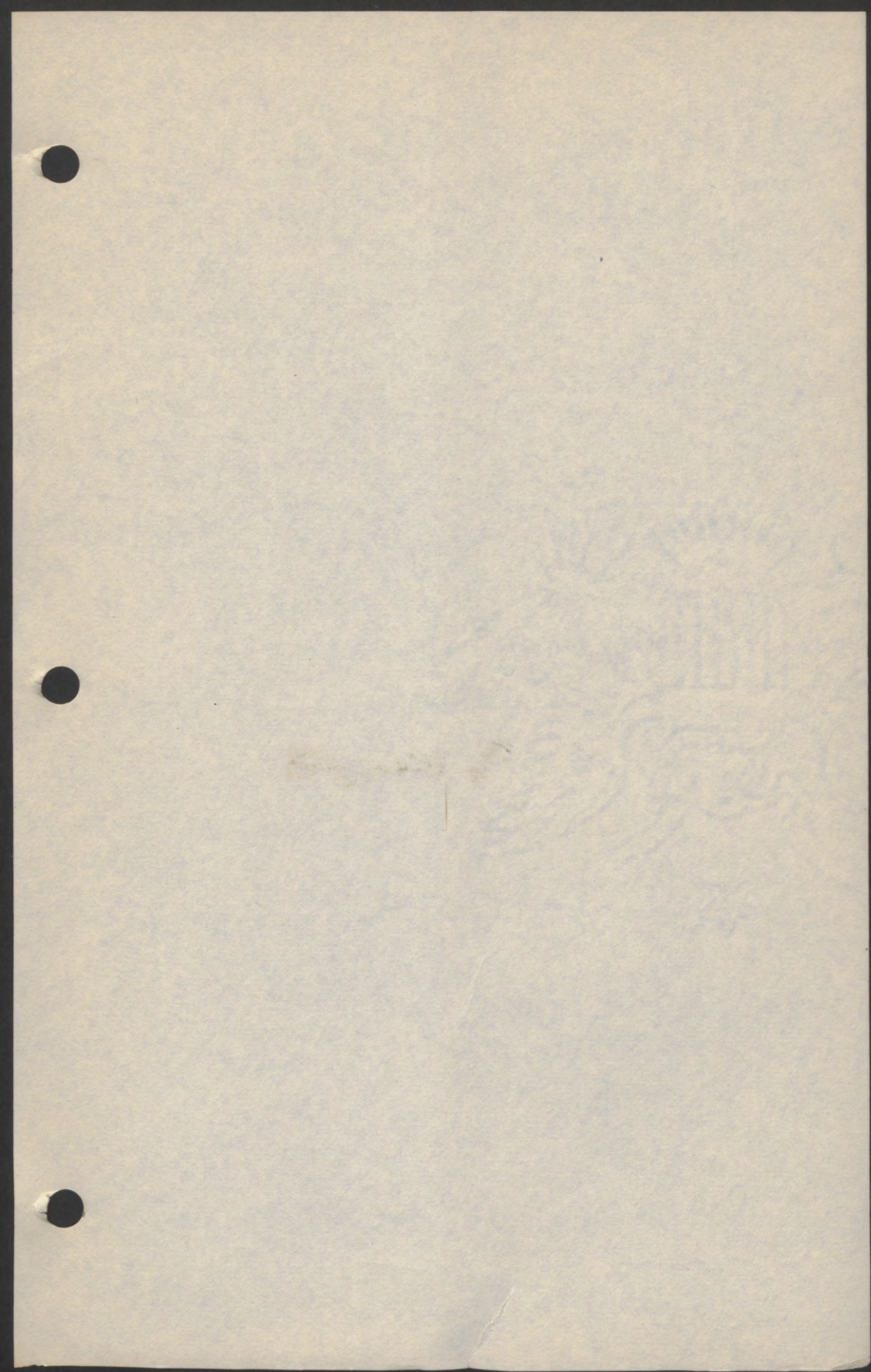


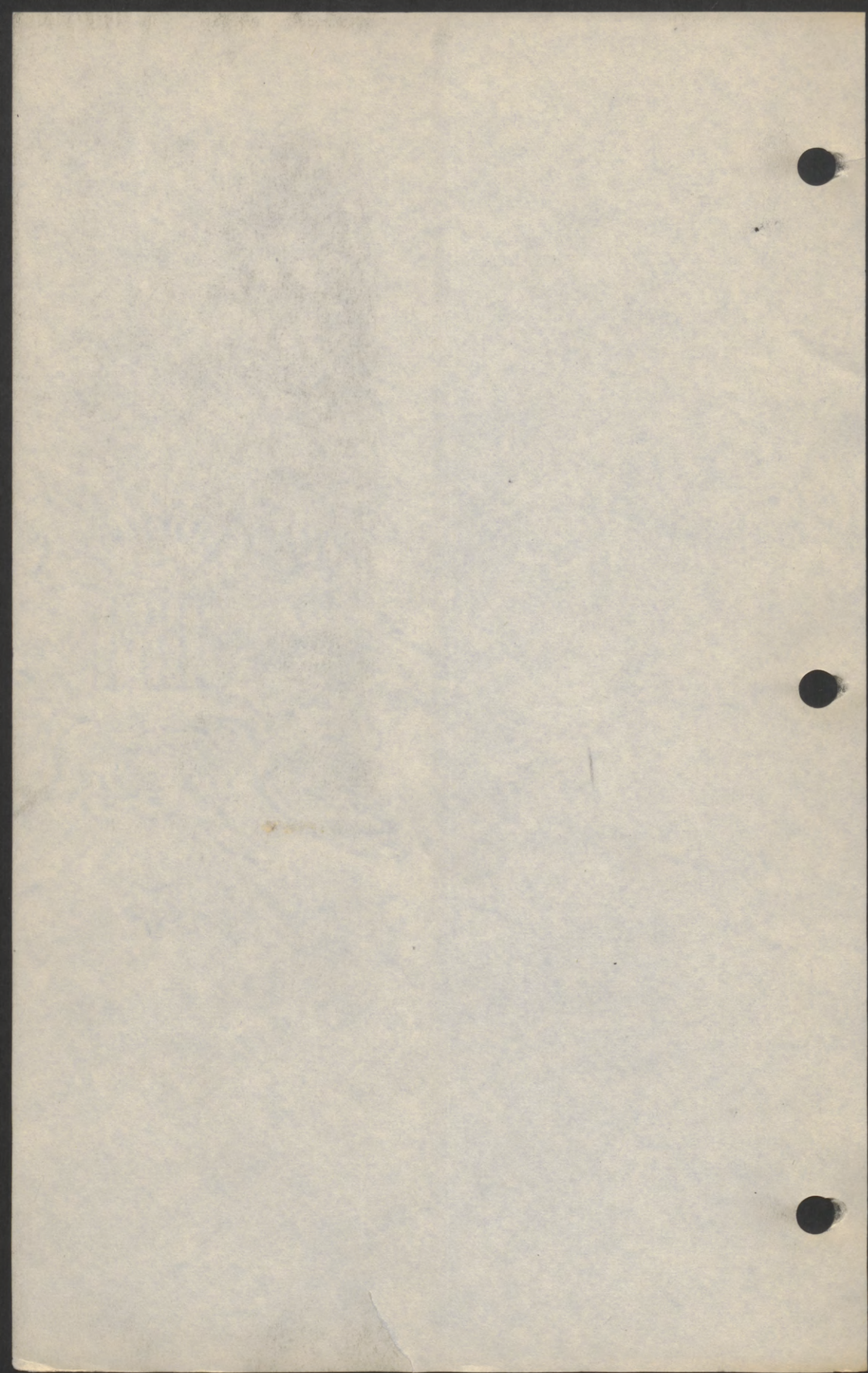












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